

Events & Reservation Specialist
University at Buffalo, The State University of New York

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Posted May 21, 2024, set to expire Sep. 20, 2024

Job Title	Events & Reservation Specialist
Department	Student Unions
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	May 21, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/50235
Apply By Email	
Job Description	

Position Summary

The Division of Student Life invites applications for the **Events & Reservation Specialist** position within [Student Unions](#). In this role, you will review reservation requests, assist customers with event planning, coordinate event details, schedule resources and provide outstanding customer service to a diverse population.

As the Events & Reservation Specialist, your responsibilities include:

- Produce, interpret and distribute daily, weekly, and yearly statistical reports
- Review and respond to all standard room reservation requests associated with the Student Union, Harriman Hall, exterior spaces and classroom reservations

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- Manage the department's website content and update regularly
- Coordinate assessment and research efforts; make recommendations on process improvements
- Data entry; input/update event information daily and coordinate the scheduling for multiple venues on North and South Campuses through the utilization of sophisticated events software (7PointOps)
- Manage display cases, allocation and assignment of lockers, and all digital signage
- Coordinate locking/unlocking of reservation rooms and exterior doors based on the reservations schedule

The successful candidate will work to build trusted relationships and be visible, accessible, and approachable.

Our team recognizes the advantages diverse perspectives and backgrounds bring to the workplace. We are particularly interested in candidates who share this value and will work to achieve the university's goals of inclusive excellence.

Outstanding Benefits

Working at UB offers world-class benefits that exceed salary alone. There are personal rewards such as health and retirement plans, training opportunities and access to recreational resources. Here, people from all backgrounds and cultures challenge and inspire each other to discover, learn and succeed. We focus on creating and sustaining a healthy mix of work, personal life, and academic pursuits to support work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

About Student Unions

The University at Buffalo's **Student Unions** are an essential part of student life on campus. We create a welcoming, fun, and relaxing social heart of our campus. We provide a safe space for every member of the campus community to build pride and character, create life-long memories, and share ideas. We deliver innovative, student-focused, and sustainable services to meet and exceed student needs.

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- Bachelor's degree required.

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- Minimum of one year of progressive experience.
- Demonstrated experience working with diverse populations.
- Excellent oral and written communication skills.

Preferred Qualifications

- Ability to successfully manage multiple priorities and tasks.
- Excellent communication and interpersonal skills.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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