

Events Coordinator, Career Design Center
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=237156>

Downloaded On: Jun. 29, 2024 4:42pm

Posted Jun. 6, 2024, set to expire Oct. 6, 2024

Job Title	Events Coordinator, Career Design Center
Department	Career Design Center
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jun. 6, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/50550
Apply By Email	
Job Description	

Position Summary

The [Career Design Center](#) within Student Life invites applications for the **Events Coordinator** position. As the Events Coordinator, you have a passion for planning, producing, and executing both in-person and virtual events. In this role, your primary focus will be on the planning and execution of physical, virtual and hybrid event experiences through engagement with a variety of students, faculty/staff and employers as well as external vendors.

Your responsibilities include:

- Oversee logistics for all Career Design Center events
- Reserve space and venues, and coordinate event staffing

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- Revenue collection and budget management
- Planning communication
- Ensure health, safety and fire code adherence for events
- Event set up and take down

Some evening hours are required.

The university seeks to recruit and retain a diverse workforce as a reflection of our commitment to serve the diverse people of Buffalo, to maintain the excellence of the university and to offer our students richly varied disciplines, perspectives and ways of knowing and learning.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

About The Career Design Center

Career Design Center supports all undergraduate and graduate students in imagining and designing meaningful lives and careers through early discovery, ongoing exploration and future-focused skill development. With the mission of challenging students to see possibilities and seek opportunities in preparation for life after college, students gain access to Career Communities that include faculty/staff, employer and alumni collaborators providing connections, resources and guidance leading to expanded opportunities.

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

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.

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Minimum Qualifications

- Associate degree with a minimum of 2 years of experience **or** bachelor's degree
- Experience in event management, logistics or project management.
- Demonstrated ability to work collaboratively within a department and with external partners.
- Excellent written and oral communication skills
- Demonstrated experience with problem-solving and providing superior customer service.
- Strong time-management and organizational skills with the ability to manage multiple tasks and projects at one time to completion.

Preferred Qualifications

- Experience working with zoom or other video conferencing software to host events.
- Knowledge of event registration and accounting systems.
- Mastery of Microsoft products (Excel, Word and PowerPoint)
- Experience with project management software.
- Experience working cross-functionally with logistical planning, event production, and long-term goal setting (1-3 years)

Physical Demands

- Ability to move 25lbs with or without accommodation to transport supplies, displays, and other event-related materials to scheduled events.

Contact Information

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

Contact