

Office Move Coordinator / Event Setup Assistant  
Central Oregon Community College

Direct Link: <https://www.AcademicKeys.com/r?job=257278>

Downloaded On: Jun. 13, 2025 12:36am

Posted May 21, 2025, set to expire Jun. 15, 2025

**Job Title** Office Move Coordinator / Event Setup Assistant  
**Department** Event Setup  
**Institution** Central Oregon Community College  
Bend, Oregon

**Date Posted** May 21, 2025

**Application Deadline** 06/15/2025  
**Position Start Date** Available immediately

**Job Categories** Coordinator

**Academic Field(s)** Administrative Support/Services  
Facilities/Maintenance/Transportation

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**Job Description**

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**Office Move Coordinator / Event Setup Assistant**

**Position Number:** B1205PD

**Starting Wage/Salary:** \$22.07 - \$22.96 / hour plus exceptional benefits

**Close Date:** 06/15/2025

**Primary Purpose:**

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**Primary Purpose:**

The Office Move Coordinator/Event Setup Assistant is responsible for moving, installing, and/or reconfiguring furniture to facilitate staff and faculty requested changes; relocating furniture and equipment designated for inventory, surplus, or disposal. When needed the position also works as an assistant to the Event Setup Specialist ensuring that event setups/breakdowns are performed on time and according to the specifications provided by the event organizer.

**Secondary Purpose:**

Works with Grounds crew to provide assistance to Grounds related tasks, including snow removal, surplus materials disposal, and Commencement set up.

**Essential Duties and Responsibilities:**

***Furniture:***

- Act as Office Move point of contact for office move related work orders.
- Move, install, and reconfigure furniture to facilitate requested changes for faculty and staff.
- Coordinate furniture inventory jointly with Campus Services Operations Coordinator; surplus and/or dispose of furniture and equipment in accordance with COCCs policies and procedures.
- Work with Campus Services Operations Coordinator to administer office moves and associated furniture changes.

***Event Setup:***

- Track and organize event setup.
- Set up events to the specifications of the event organizer.
- Ensure event space is restored to the original condition and ready for the next event setup.

***Administrative Functions:***

- Develop weekly schedule of office and furniture moves.
- Respond to office move work orders.
- Help to track office and furniture inventory, and inventory available surplus furniture.
- Maintain open communication with supervisor on a weekly basis.
- Other duties as assigned.

***Grounds/Landscape Functions:***

- Snow removal to include operating a truck with plow and/or snow removal equipment.
- When furniture and event duties allow and as assigned assist grounds crews in other day to day

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operations.

**Knowledge, Skills, and Abilities:**

Individuals must possess these knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the duties and responsibilities of the job, with or without reasonable accommodation, using some other combination of skills and abilities. The individual is expected to follow College work rules and policies.

- Demonstrated knowledge of furniture installations and proficiency with power tools and equipment necessary for installations.
- Demonstrated knowledge and understanding of college event setup procedures and use of facilities for college events.
- Knowledge of planning and scheduling work activity based on furniture installs, events, office/furniture moves, and snow removal operations.
- Effective interpersonal, organizational, and oral and written communication skills.
- Ability to work independently and to use good judgment with respect to priorities and deadlines.
- Ability to communicate effectively with students, staff, and faculty from diverse backgrounds.
- Ability to operate campus vehicles, moving equipment, and snow removal equipment.
- Ability to meet deadlines, set work priorities, and manage workload.
- Ability to access and use the colleges work order system and database systems which include Microsoft Office Suite, email, and modern office equipment.

**Minimum Requirements:**

**Education:**

- High School degree or equivalent

**Experience:**

- Two years experience working with furniture installations or similar duties.

**Preferred Qualifications:**

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**Education:**

- Associates degree

**Experience:**

- Experience working with furniture installations, specifically
- Experience in a higher education setting
- Forklift Certification

**To apply, visit <https://jobs.cocc.edu/postings/11297>**

The goal of Central Oregon Community College is to provide an atmosphere that encourages our faculty, staff and students to realize their full potential. In support of this goal, it is the policy of Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status, pregnancy or any other classes protected under federal and state statutes in any education program, activities or employment. Persons with questions about this statement should contact Human Resources at 541.383.7216 or the Vice President for Student Affairs at 541.383.7211.

This policy covers nondiscrimination in both employment and access to educational opportunities. When brought to the attention of the appropriate parties, any such actions will be promptly and equitably responded to according to the process outlined in general procedures sections N-1, N-2, or N-3.

In support of COCCs EEO statement, bilingual fluency in English and Spanish is considered a plus, along with experience working in a diverse multicultural setting.

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**Contact Information**

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

**Contact**

Event Setup  
Central Oregon Community College

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