



JOB TITLE: EVENT SPECIALIST - Career and Transfer Center, Honors Transfer Program

Classification: Classified
Salary Range: 34

Retirement Type: PERS*
Board Approved: October 18, 2004

BASIC FUNCTION:

Under the direction of an assigned supervisor of the Career and Transfer Center, assists by coordinating the logistics of all events sponsored by the Career and Transfer Center and the Honors Transfer Program.

REPRESENTATIVE DUTIES:

Confer with the coordinators and advisors to ascertain the necessary event requirements and to ensure the smooth running of such events, i.e. university transfer fairs, majors fair, internship fair, university campus tours, career tours, transfer workshops, career workshops, university application workshops, receptions, seminars, and meetings.

Coordinate all event requirements including requests for facilities set-up, advertising and promotion, catering, decoration, transportation, accommodations, and room reservations.

Coordinate student sign-up procedures for various tours and workshops.

Train and provide work direction to student assistants and other personnel as assigned. Assign and oversee appropriate student assistants and student volunteers for various events.

Confirm event participation with various representatives. Correspond with participants regarding location, time of event, parking, and directions.

Coordinate event information with campus police and communicates parking needs for events.

Communicate with other District departments and personnel, educational institutions, community organizations, and other outside organizations and agencies to exchange information and coordinate activities and events.

Maintain resource library of catalogs and reference books. Coordinate acquisition of university catalogs. Oversee mailing of the El Camino College catalog to educational institutions.

Maintain various records and files related to specialized functions of assigned area; compile information for reports as required.

Prepare and process forms, applications and other documents according to established program requirements and College policies.

Perform related duties as assigned.

JOB QUALIFICATIONS:Education and Experience:

College degree(s) or any combination equivalent to two (2) years of college course work and three (3) years of progressively related experience; one year of supervisory experience is desirable.

OTHER QUALIFICATIONS:Knowledge/Areas of Expertise:

Event organization and management

Logistical coordination of fairs, receptions, tours, workshops and other events

Interpersonal skills, using tact, patience and courtesy

Promotional and marketing strategies

Oral and communication skills

Basic computer operation

Abilities/Skills:

Plan, organize and promote events.

Maintain program budget and cost estimates.

Train and provide work direction to casual and student employees.

Operate a computer and assigned office equipment.

Communicate effectively both orally and written.

Work independently with little direction.

Meet schedules and time lines.

Maintain records and prepare reports.

Understand and follow written directions.

WORKING CONDITIONS:

May be required to drive offsite locations periodically.

Move from one work area to another

Hand, wrist, finger dexterity to operate various office machines

Interact with a variety of individuals

Lift up to 25 lbs.

Work under tight timelines.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.