**APA - Event Coordinator**

**Please see Special Instructions for more details.**

Applications will be reviewed based on the information submitted on the employment profile with education and work history along with any other requested documentation i.e. Posting specific question responses, transcripts, etc. **Your profile MUST clearly show how you meet the minimum/required qualifications for the position.** Resumes are NOT accepted at the application stage for classified staff positions. Typically, the starting salary is at the lower end of the salary range. For additional information please contact: Jennifer Elston; jennifer.elston@oregonstate.edu OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

**Position Details**

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| Position Information | | |
| **Department** | | Career Development Ctr (MSA) |
| **Classification Title** | | Administrative Program Assist |
| **Job Title** | | APA - Event Coordinator |
| **Appointment Type** | | Classified Staff |
| **Job Location** | | Corvallis |
| **Position Appointment Percent** | | 100 |
| **Appointment Basis** | | 12 |
| **Pay Method** | | Salary |
| **Min Salary** | | $2607 |
| **Max Salary** | | $3872 |
| **Employment Category** | | Regular |
| **Position Summary** | | This recruitment will be used to fill one full-time Administrative Program Assistant – Event Coordinator for the Career Development Center at Oregon State University (OSU).  The office of the Career Development Center (CDC) supports the University, its students and alumni by providing guidance, education and opportunities to identify and reach professional goals. The CDC works with employers and external partners to provide OSU students and alumni access to exceptional career opportunities.  The Event Coordinator contributes to the overall operation of the CDC through delivery of career event projects, assignments, and execution. This position interacts regularly with employers, providing excellent customer service, administration of events, and education regarding access and use of resources and is coordinated through various project management systems and technology.  This position serves as direct contact for employers and other stakeholders who are involved in facilitating student-employer engagement, and seeks out employers to attend events and recruit students. Must work as part of a team and with respect for a diverse set of clientele. |
| **Position Duties** | | 75% EVENT COORDINATION  Coordinate, execute, and assess Career Fairs, networking and department events including but not limited to securing dates and locations, establishing and monitoring deadlines for team tasks per event, and day of event management.  Coordinate the On-Campus Recruiting program managing interview schedules and connecting with interviewing companies for on-campus visits.  Support coordination and execution of The Career Development Center involvement with E-campus to host Virtual Career Events to reach distance and online students.  Maintain and track career event budget items.  Establish relationships with employers through excellent customer service and education regarding OSU and The Career Development Center. Document and follow up through Customer Relationship Management protocols.  Educate and train employers, faculty and staff on The Career Development Center specialized software and the policies and procedures relevant to recruiting.  Maintain excellent communication channels with employers and other key constituencies with the goal of increasing program participation. Timely and pertinent follow up with employers.  Maintain and manage databases in order to develop and compile meaningful data-based reports on a regular basis.  Participate in on-going goal-setting, assessment and evaluation of recruiting programs, employer relations activities, and events.  Assist in marketing and external relations initiatives for employer development and events.  Pursue innovative strategies for connecting employers and students.  Consult with employers and corporate representatives on recruiting options, participation in events and strategies to maximize recruiting success with all Employer Relations opportunities.  Maintain and update The Career Development Center manuals and guides for career fairs and employer events.  Support The Career Development Center leadership by participating in strategic planning for increased success in Employer Relations and services provided to students, employers, faculty and staff.  10% LEAD WORK Participate in hiring and provide lead work to graduate and undergraduate students.  Serve as lead and provide training for student workers and interns, including conducting regular coaching sessions, and providing input for performance reviews.  10% PROFESSIONAL DEVELOPMENT AND RESEARCH  Develop learning goals and pursue professional development.  Research event processes and procedures at other universities and professional associations to increase effectiveness at OSU.  Contribute to The Career Development Center web presence.  5% OTHER DUTIES AS ASSIGNED Attends and participates in Student Affairs meetings, programs, events, and initiatives.  Represents OSU or Student Affairs on University and Community committees.  Other duties as assigned. |
| **Minimum Qualifications** | | Three years of office experience which included two years at full performance level and experience generating documents; and Lead work responsibility or coordination of office procedures. |
| **Additional Required Qualifications** | | Excellent customer service skills.  Working knowledge of desktop software including Microsoft Office Suite.  Ability to develop and maintain positive and professional relationships.  Excellent oral, written and interpersonal communication skills. |
| **Preferred (Special) Qualifications** | | Experience in academics, career services or business recruiting.  Work experience requiring report development, correspondence and set up, maintenance and use of databases.  Experience in lead work and coordination of major projects or initiatives.  Experience with Banner.  Demonstrated commitment to promoting and enhancing diversity. |
| **Working Conditions / Work Schedule** | |  |
| **This position is deemed essential and the incumbent may be expected to report to work during inclement weather, emergency and other University work curtailments or closures.** | | No |
| **This position requires a clear and unambiguous commitment to compliance of all National Collegiate Athletic Association (NCAA) regulations for Division I (FBS) universities.** | | Yes |
| Posting Detail Information | | |
| **Posting Number** | P01642CT | |
| **Number of Vacancies** | 1 | |
| **Anticipated Appointment Begin Date** | 10/02/2018 | |
| **Anticipated Appointment End Date** |  | |
| **Posting Date** | 07/02/2018 | |
| **Full Consideration Date** |  | |
| **Closing Date** | 07/23/2018 | |
| **Indicate how you intend to recruit for this search** | Competitive / External - open to ALL qualified applicants | |
| **Special Instructions to Applicants** | Applications will be reviewed based on the information submitted on the employment profile with education and work history along with any other requested documentation i.e. Posting specific question responses, transcripts, etc. **Your profile MUST clearly show how you meet the minimum/required qualifications for the position.** Resumes are NOT accepted at the application stage for classified staff positions.  Typically, the starting salary is at the lower end of the salary range.  For additional information please contact: Jennifer Elston; jennifer.elston@oregonstate.edu  OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. | |

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

1. \* What are the ways you measure event success?

(Open Ended Question)

**Documents Needed to Apply**

**Required Documents**

**Optional Documents**