



## **DESCRIPTION, DUTIES, & EXPECTATIONS OF POSITION**

**POSITION TITLE:**

RESERVATIONS COORDINATOR AND ADMINISTRATIVE ASSISTANT FOR CAMPUS EVENTS

**PERSONNEL CLASSIFICATION:**

OFFICE SUPPORT STAFF - NONEXEMPT

**DEPARTMENT:**

STOCKDALE CENTER OFFICE

**POSITION SUPERVISORS:**

DIRECTOR OF CAMPUS EVENTS

**DEPARTMENT HEAD:**

VICE PRESIDENT FOR STUDENT AFFAIRS/DEAN OF STUDENTS

**PRIMARY DUTIES:** May include, but are not necessarily limited to the following:

- 1.) Provide secretarial support for all aspects of the Campus Events Office, such as reception (personal & telephone), scheduling appointments, duplicating, data entry, filing, mail distribution, information management and general office coverage.
- 2.) Maintain utmost degree of confidentiality.
- 3.) Maintain Master College Calendar.
- 4.) Coordinate and process room reservations for campus wide meetings, events.
- 5.) Process work orders for campus events.
- 6.) Assist Director with coordination and assignment of Audio Visual Technicians.
- 7.) Coordinate reservations for Scot Shuttle.
- 8.) Hire, train and manage student drivers for shuttle service.
- 9.) Create and publish marketing material for office events.
- 10.) Maintain and balance cash boxes, including purchasing postage stamps.
- 11.) Manage Scots Cruiser bike rental program.
- 12.) Student Workers-- If assigned, oversee and direct student workers including assignment and review of work.
- 13.) Assist with planning, coordination of major campus events, including but not limited to, Family Weekend, Homecoming, and Commencement.
- 14.) Reconcile office credit cards.
- 15.) Coordinate communication with campus security as needed, for locks and unlocks of buildings for campus events.
- 16.) Provide clerical support as needed to Director of Campus Events and the Assistant Director of Fraternity and Sorority Life and Student Engagement.
- 17.) Maintain inventory of general office supplies and equipment, such as paper, envelopes, pens, fax and printer cartridges, etc.

**GENERAL AND OCCASIONAL DUTIES:** May include, but are not necessarily limited to the following:

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- 1.) Assist with summer camps and conferences.
- 2.) Schedule vendors aligning with College mission (i.e. poster sales).
- 3.) Assist the Association for Student Activity Programming as necessary.
- 4.) Prepare requisitions for purchase order and payment as needed.
- 5.) Provide clerical backup and support to other departments or offices as assigned
- 6.) Other duties as assigned.

**GENERAL EXPECTATIONS OF POSITION:** Maintain regular and timely work hours as assigned by immediate supervisor and approved by Personnel Office. Occasional evening and weekend work may be required on an as-needed basis. Conduct is expected to be professional and courteous. Instructions and assignments are to be carried out in a manner which promotes and is consistent with the intrinsic goals of Monmouth College.

**WORK RELATIONSHIPS:** Reports to the Director of Campus Events and to the Vice President for Student Life/Dean of Students; works directly with other student life staff and may supervise student workers. Daily contact with students, parents, staff, faculty and public.

**EDUCATION, EXPERIENCE, AND CERTIFICATION:** High school diploma.

**SKILLS, KNOWLEDGE, AND ABILITIES:** Must be able to work independently and as a team member, and must be highly organized, conscientious and pay attention to details. Ability to take initiative, prioritize appropriately and be proactive. Must be able to work independently and as a team member, and must be highly organized, conscientious and pay attention to details. Ability to take initiative, prioritize appropriately and be proactive. Must be able to work courteously and effectively in a multi-tasked, service-oriented office. Requires accurate data entry and strong PC proficiency including thorough knowledge of Microsoft Office software (Word, Excel, and Outlook); and familiarity with use of databases and internet. Requires strong written and verbal communication skills, pleasant manner, and ability to interact positively with a wide variety of people, both in person and over the telephone, while maintaining the highest level of confidentiality.

**ADDITIONS, AMENDMENTS, AND DELETIONS:** The whole or any portion of this Description may be added to, amended, or deleted at any time by the Director of Personnel or position supervisor with the approval of the Director of Personnel.

**DISTRIBUTION:** One (1) copy of this document will be provided to both the employee and position supervisor. An additional copy will be maintained in the employee's personnel file.