



# OTTERBEIN UNIVERSITY

## Job Posting

**Job Title:** Temporary Coordinator, Office of Events and Conferences

**Job Class:** Staff

**Department:** Events and Conferences

**Reports to:** Director, Office of Events and Conferences

**FLSA status:** Hourly, non-exempt, Full-time, Temporary

**To Apply:** Please email an [Otterbein Employment Application](#), resume and cover letter to [hr.jobs@otterbein.edu](mailto:hr.jobs@otterbein.edu) addressing this position in the subject; FAX 614-823-1511; or mail to Otterbein University, Human Resources, 1 South Grove Street, Westerville, OH 43081. Only submissions with a completed application will be reviewed.

**For an Otterbein Employment Application or more information:** Please visit <http://www.otterbein.edu/Careers>

**ABOUT OTTERBEIN UNIVERSITY:** Historically progressive. That is the hallmark of Otterbein University and those connected to this private university nestled in the picturesque, historic Uptown Westerville district in central Ohio. Otterbein University was established in 1847, a set of deeply rooted values still guide this model community of leaders and learners. Otterbein has set the pace by providing an educational experience that is progressive, innovative and inclusive. Today Otterbein University enrolls 2,495 undergraduate students in more than 70 majors and 393 graduate students working toward one of six master's degrees or a doctor of nursing practice degree. Students come from towns throughout Ohio and represent 42 states and 9 countries, enriching the campus through their individual and collective diversity. Integrity, humane values and an inherently just, moral compass have guided Otterbein's forward-thinking vision and actions—from its curriculum to its responsibilities as a member of academic, regional and global communities.

### SUMMARY OF POSITION:

The Temporary Coordinator for the Office of Event and Conferences directly supports the event sales and management by coordinating various aspects of events and conferences. The Temporary Coordinator will be responsible for the marketing and sales, management, and administration of various event spaces on campus.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Prospects, solicits, negotiates, and closes sales of new and existing accounts
- Serve as the main contact for assigned clients. From booking, quoting, meeting, contracting and invoicing
- Possesses fantastic client services ethic, embracing the university's mission with emphasis on exceeding guest expectations
- Oversee the budget and process for billing clients for all necessary event costs
- Help to manage a shared mailbox for the Office of Events and Conferences
- Support and help to supervise student event coordinators including scheduling for event support
- Plan logistical and administrative arrangements with various conference groups and event coordinators
- Serve as an Otterbein liaison with event leaders and attendees both prior to an event or conference arrival and while group is on campus

- Coordinate with necessary campus departments to arrange for services and equipment
- Coordinate meeting rooms and dining room needs
- Assist with meeting and event preparation work (moving tables, chairs, boxes, etc.)
- Assist with registration and various administrative duties as directed
- Respond to the needs and requests of event and conference participants at all times with a positive attitude
- Assist with the set-up, tear-down and overall production of special events throughout the year
- Assist clients with logistical wedding arrangements, rehearsal and wedding set-ups with Otterbein staff
- Enforce applicable University regulations and policies
- Oversee on-campus non-student housing locations, reservations, furnishing, cleaning and rental to campus departments or external clients.
- Ability to multi-task multiple meetings and events simultaneously and at different planning stages.
- Lead on-site tours with contracted and potential clients, vendors, community members, and other visitors to campus
- Complete other assignments as directed

**SUPERVISORY RESPONSIBILITIES:** Yes

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

- Bachelor's degree and/or two (2) years of experience in event management, supervision or related field.
- Outgoing individual who is able to interact with a wide variety of ages, takes initiative, works hard, has a good sense of humor, and is flexible.
- Friendly, energetic and ability to learn quickly.
- Ability to handle difficult situations with the highest level of courtesy possible.
- Someone who has good computer skills and is able to be a multitask with a attention to details
- Have had successful customer service type job, and ability to demonstrate how they work with others well.

**MISSION CRITICAL COMPETENCIES:**

- **COMMUNICATION SKILLS:**
  - Ability to present information, analysis, ideas, and positions in writing or in oral presentations in a clear and convincing manner.
  - Ability to tailor written and oral presentations to effectively reach intended audience.
- **INTERPERSONAL SKILLS:**
  - Ability to create strong relationships with constituents and colleagues in order to develop trust and credibility with them.
  - Ability to work through interpersonal conflicts to ensure problems are addressed and relationships are strengthened.
  - Respect confidentiality of information.
- **AGILITY:**
  - Readily responds to pressing and changing demands of constituents and within the organization.
  - Take calculated risks.
- **INITIATIVE:**
  - Seek opportunities to improve, streamline, reinvent work processes as a means to improve the organizations performance and effectiveness.

- Think expansively by combining ideas in unique ways or making connections between disparate ideas.
- ACCOUNTABILITY:
  - Take responsibility for individual and team goals.
  - Develop goals and a plan to help fulfill the division's mission.
  - Develop clear and challenging but achievable personal and organizational goals.
- ETHICS:
  - Act in a way that reflects relevant law, policy and procedures, and University values.

**CERTIFICATES, LICENSES, REGISTRATIONS:** N/A

**LANGUAGE SKILLS:** Excellent written and verbal communication skills required.

**MATHEMATICAL SKILLS:** Ability to analyze a budget, work with invoices and many variables for both external and internal clients.

**TECHNICAL SKILLS:** Facility with computers and databases is essential.

**REASONING ABILITY:** Excellent organizational and interpersonal skills are required along with attention to detail and a goal-oriented work ethic.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to travel both on and off campus. Some evening and weekend work is required to represent the University at events and functions. Must be able to spend prolonged periods of time on a computer and on the telephone. Must be able to project voice and do public speaking in both small and large group settings. Must be able to meet regular and predictable attendance standards.

Due to the cyclical nature of the hospitality industry, this person will be required to work varying schedules to reflect the business needs of the position.

While performing the duties of this job, the employee is frequently required to communicate, convey, and exchange information in-person, by telephone, and using conferencing equipment. This position is frequently required to maintain a stationary position for long periods of time, frequently traverse within and outside repeatedly for long hours. The employee must frequently transport, position, push and pull up to 50 pounds. The employee will occasionally ascend and descent ladders. Must be able to meet regular and predictable attendance standards; must be able to work at least one evening per week.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in an office setting but may vary depending upon conditions present at off-campus locations.

*This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of level of difficulty.*

**Otterbein University is an Equal Opportunity Educator and Employer.**

Otterbein University is committed to providing a welcoming environment free from unlawful discrimination. To

this end, the University prohibits any form of discrimination against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity, gender expression, national origin, disability, military status, or any other legally protected status in its programs and activities. However, the University's commitment to a nondiscriminatory environment is not intended to abridge unduly its commitment to academic freedom, free speech, or its educational mission. Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Scott Fitzgerald Director of Human Resources and Legal Affairs  
Title IX Coordinator  
614.823.1130