Job Vacancy Notice

Job Title: Administrative Events Specialist
Job ID: 18182
Location: CUNY School of Law
Regular/Temporary: Regular

POSITION DETAILS

The CUNY School of Law's mission is to diversify the legal profession and to train the next generation of public interest lawyers. CUNY Law moved to 2 Court Square in Long Island City, New York, in May 2012. The new 200,000 square foot, six-floor, fully wireless, state-of-the-art, LEED Gold certified building is only minutes from Manhattan and quickly accessible to all other New York City boroughs. The building has a 187-seat auditorium, 35 classrooms, a variety of conference rooms, and reception space.

Reporting to the Administrative Events Manager, the Events Specialist will support and coordinate a wide range of internal and external events. Duties include but are not limited to:

- Plans, organizes, and executes events in coordination with the Dean's office, Institutional Advancement, Student Affairs, individual faculty, and outside organizations.
- In conjunction with the manager and committee, coordinate the annual commencement event.
- Provide event support and planning expertise for student-generated events.
- Serve on planning committees to contribute creative ideas for new events and programs.
- Provide effective on-the-spot solutions during events.
- Effectively administer billing for special events.
- Promote the rental of space to external groups.
- Evaluate events upon completion and generates a debriefing report to inform future planning.
- In absence of manager, serves as liaison between Law School and Building Management.
- Perform additional administrative duties as necessary.
- Evening and weekend duties and travel within and outside New York City.

QUALIFICATIONS

Bachelor's Degree and four years' relevant experience required.

The successful candidate must be highly motivated and able to work independently under tight deadlines. Initiative, flexibility, and resourcefulness are necessary for this position. Creativity, pro-activism, accuracy, attention to detail, and superior customer service skills are required. The successful candidate must have knowledge and experience with the core tasks required for special events conferencing, planning, and execution. Experience with budget and expenditure tracking required. Higher education experience a plus. Proficiency in Microsoft Office Suite and excellent communications and interpersonal skills are vital. Flexibility to work evening and weekend work required. Travel within and outside New York City as needed.

CUNY TITLE OVERVIEW

Plans and manages special events, seminars, and conference services programs.

- Works collaboratively with campus departments and executives, student groups, and outside organizations to develop and plan special events and programs.
- Plans event logistics and secures contracts and agreements.
- May coordinate reservations and availability of internal campus facilities.

- Creates and executes event communications, including invitations, agendas, and marketing information.

- Coordinates services related to events (i.e., equipment, catering, audio-visual requirements, media coverage). May hire and supervise staff assigned to event.

- Creates fiscal records and reports; evaluates overall event success and reports to management.

- Maintains ongoing communications with campus departments involved in events planning and execution.

- Performs related duties as assigned.

Job Title Name: Administrative Events Specialist

CUNY TITLE

Higher Education Assistant

FLSA

Exempt

COMPENSATION AND BENEFITS

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

To apply, go to www.cuny.edu, access the employment page, log in or create a new user account, and search for this vacancy using the Job ID or Title. Select “Apply Now” and provide the requested information.

CLOSING DATE

Accepting applications through February 14, 2018.

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.