

Alverno College

Non-exempt Position Description

Position Title: On Call Event Coordinator

Department: Academic & Campus Events **Date:** July 2025

Reports to: Director of Academic & Campus Events **Status:** Contracted

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| <p>Primary Function: Provide on-site coordination for campus events.</p> |
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Responsibilities:

Oversee and assist with event setup, execution and breakdown. Logistics to include but are not limited to:

1. Secure signage on campus
2. Assist with load-in and setup
3. Serve as point of contact for external group for all in-house needs.
 - a. Work with catering manager/captain to ensure best possible dining experience
 - b. Adjust tables, chairs or other furniture as needed per client's request
 - c. Liaise with Media Hub, Campus Safety, Housekeeping and Facilities on any onsite requests
 - d. Assist with technology for presentations, musical needs or wi-fi access
4. Track additional services used during event for billing purposes
5. Provide a recap of event to Director, highlighting attendance, changes, challenges and resolutions.

Qualifications:

1. 1-3 years event management experience
2. Strong communications, interpersonal, and problem solving skills
3. Ability to manage multiple tasks at the same time
4. Competent working with diverse populations
5. Familiar with technology and the ability to troubleshoot
6. Available to work in evenings and on weekends
7. Requires the ability to talk and hear. Must be able to move freely throughout the facility
8. Must have the ability to occasionally lift and/or move up to 10 pounds.

How to Apply

Apply online at <https://www.alverno.edu/jobs/apply/login.php>

Please attach your cover letter, resume, and list of references to the on-line application

In accordance with the Americans with Disabilities Act (ADA), Alverno College will provide reasonable accommodations to qualified individuals with disabilities. If you require accommodations during the application or interview process, please contact HR@alverno.edu.

Alverno College is an Equal Opportunity Employer and committed to workplace diversity