

Event Host

Event Services: Main Office, Carolina Union

JOB DESCRIPTION:

The Event Host will primarily act as a host and customer liaison for University-level and Non-affiliate level events and meetings. The Event Host is an organized, detail-oriented team player that ensures the successful execution of these events across campus. The Event Host will work with members of Admissions and Guest Services and Audio-Visual Services to ensure that the customer's needs are met in an exceptional fashion.

Grade 3, Step 1 or based on experience (must have availability a minimum of 3 days /week)

<p>RESPONSIBILITIES</p>	<ul style="list-style-type: none"> • Develop familiarity with all event spaces, layouts, and diagrams, services, and policies to be a resource for guests • Oversee all aspects of each event assigned from the arrival of the first vendor to the departure of the last guest. Act as on-site point of contact for client, vendor, full-time staff, and student staff for each event • Provide final report of event details noting any concerns or follow-up as needed including updating invoice to reflect correct/last minute changes and/or requests made day of • Provide assistance in the execution of internal events as needed
<p>INTENDED LEARNING OUTCOMES</p>	<p><i>As a result of employment in this position, students will:</i></p> <ul style="list-style-type: none"> • Students will become comfortable working with VIP clients • Gain extensive event planning knowledge from initial stages, to walkthroughs, to complete execution. • Become proficient in EMS, Microsoft Office, Asana, and Slack
<p>REQUIREMENTS</p>	<ul style="list-style-type: none"> • Proficiency with computers, including Microsoft Office Suite. Knowledge of Adobe Creative Suit is a plus • Proven ability to initiate, prioritize, organize, and complete multiple tasks in a timely manner • Excellent organizational and communication skills. Must be able to manage multiple tasks at one time • Experience working in customer service and/or event coordination a plus • Must be able to work a flexible schedule, including late nights and weekends, and some holidays.
<p>EIA COMPETENCIES</p>	<ul style="list-style-type: none"> • Communication • Critical Thinking • Interpersonal Development