Date of Notice: October 18, 2016

Announcing the Availability
of the Following Position:

Event & Athletic Facilities Coordinator

In the Department of Conference and Event Services

Position Responsibilities: Motivated, independent and a self-starter, the Athletic Facility Event Coordinator will assist external clientele with managing event logistics and making recommendations to ensure successful events are executed in the Gangelhoff Center Arena and Sea Foam Stadium/Dome, to include, but not limited to, summer camps, campus events, gymnastic tournaments, tradeshows, and conferences. This person will perform facility tours to potential clients with ambition to secure business that generates and meets facility revenue goals. Regular tasks include frequent contract negotiation and creation, invoice processing, determining event set-ups, creating floor plans, securing appropriate student support staff and maintaining necessary planning documents, check lists, schedules, timelines, and meeting notes. Weekly communication with campus Security, Maintenance, and Custodial staff, ensures event requirements are met. Daily collaboration with athletic staff and coaches takes place to ensure accurate scheduling of these shared facilities. While keeping university policies and procedures in mind, the candidate will effectively interface and respectfully work alongside senior management campus staff, faculty, students and community constituents.

This person will manage, schedule and balance Seafoam Stadium field and Gangelhoff Center court time requests and event inquiries submitted by campus Athletics and external clients. Additionally, they will hire, supervise, train and schedule 15+ student staff. Student management requires heavy, hands on supervision and direction, requiring the candidate to be extremely detail oriented, patient, flexible and be a strong communicator. This strong leader should expect to assist students in executing event set-up and tear down, and be prepared and willing to work nights and weekends to ensure facilities are accurately prepared.

Most importantly, this person will be expected to support department colleagues in a fast paced, team-oriented environment. Excellent written and verbal communication skills, ability to multi-task and change direction quickly, problem solve, work with ambiguity and effectively balance different projects and clients under high stress situations are key attributes this candidate must possess. This individual will consistently display excellent customer service skills, flexibility, keep the "big picture" in mind, expect to work outside traditional business hours, and obtain a valid Class D driver's license.

Required Qualifications:

- Commitment to the mission and values of a Lutheran University
- Minimum of bachelor’s degree in Business, Communications, or Sports Management
- 1-2 years of experience in Event planning, scheduling facilities, and manage athletic focused events
- 1 year of experience in hiring, supervising, and scheduling student workers, preferably in a University setting
**Preferred Qualifications:**

- 1 year of experience in office management-includes clerical, marketing and web management duties
- 1 year of experience in banquet or sales

**Additional Information:**

- Classification Level: Non-Exempt (hourly)
- Full Time Equivalent: 100%
- Benefit Eligibility: Full benefits
- Salary Range: Negotiable
- Application Deadline: November 1st, 2016 or until position is filled

**Please send a letter of interest and a current resume to:**

- Via e-mail (preferred): StaffSearches@csp.edu
- Via postal mail: Human Resources
  Concordia University
  1282 Concordia Avenue
  St. Paul, MN 55104-5494
  651-641-8782

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