Events Coordinator

Office of Alumni Relations
Job #21-61
Open Until Filled
First Review Date: Monday, January 24, 2022

(Job #21-61) Administrative Analyst/Specialist I (Exempt), Events Coordinator, $3,897 - $7,051/month. Appointments are typically made at the beginning of the salary range. Salary is commensurate with qualifications and experience. This is a full-time, benefited, exempt, 12-month pay plan, permanent position with a one-year probationary period in the Office of Alumni Relations. This position comes with an extensive benefits package that includes comprehensive medical, dental, and vision coverage, CalPERS retirement, Fee Waiver eligibility (reduced tuition on most CSU system classes), life insurance, and voluntary pre-tax health and dependent care reimbursement accounts. Additional benefits information can be found at [https://hraps.humboldt.edu/employee-benefits](https://hraps.humboldt.edu/employee-benefits).

Humboldt State University is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. HSU is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality committed to working in a multicultural and multiracial community that reflects the diversity of the state. Additional information about Humboldt State University can be found at [www.humboldt.edu](http://www.humboldt.edu).

Position Summary:

This position, which reports to the Director of Alumni Relations, is primarily responsible for scheduling, planning, and implementation of various types of events managed by the University Advancement Division and the Office of Alumni & Engagement, including the University's Commencement ceremonies. In addition, this position provides program support and assists with constituent outreach in support of a wide range of activities within the division.

Key Responsibilities:

- Plan and execute strategic local and out-of-area events for Advancement, such as donor receptions, dinners, tours, and gift announcements.
- Assign the work of volunteers at events and handle volunteer appreciation efforts.
- Oversee logistics, budgeting, vendors, day of event activities, and follow-up reporting. Provide event summary reports and analysis.
- Coordinate invitations and create communications for events utilizing the division's various tools.
- Provide summary reports related to events, campaigns, customer service, evaluations, and correspondence.
- Assist in the creation, design, and execution of email marketing campaigns to promote events and content.
- Assist with the planning, coordination, and implementation of constituent engagement programs.
- Help HSU constituents understand important HSU accomplishments and priorities, with the goal of inspiring their active participation in strengthening the University.
- Handle other typical office tasks as needed and provide excellent customer service.
- Utilize the Advancement database to enter information and pull relevant reports.
- Serve as a representative of HSU at events and activities.

Specific **Commencement Ceremony** coordination duties:
- Facilitate planning, including logistics, budgeting, vendor selection and relations, day of event activities, and follow-up reporting.
- Collaborate extensively with individuals and departments across campus including the Office of the President, Department of Facilities Management, the Provost and College Deans, the Office of the Registrar, the Office of Graduate Studies, academic departments, faculty, staff, alumni, and volunteers.
- Facilitate training and information sessions for the platform party, faculty, graduates, staff, and student employees.
- Maintain ongoing relationships with event contractors, vendors, and partners.
- Coordinate communications for all stakeholders—graduates, families, staff, and faculty.
- Provide summary reports related to events, campaigns, customer service, evaluations, and correspondence.

**Knowledge, Skills and Abilities associated with this position include:**
- Ability to work independently and collaboratively in a fast-paced, results-oriented environment.
- Ability to instruct and lead event support staff in a manner that creates a positive environment.
- Ability to multi-task and manage projects with different deadlines.
- Strong written and oral communication skills.
- Strong customer service skills.
- Positive attitude and ability to work in a team setting.
- Ability to maintain confidentiality and exercise good judgment.
- Ability to anticipate, analyze, and propose solutions to issues and challenges.

**Minimum Qualifications:** Experience coordinating events or programs. Experience with project coordination. General knowledge and skills associated with advancement services and a foundational knowledge of public administration principles, practices, and methods. This foundation would normally be obtained through a bachelor’s degree or equivalent training and administrative work experience involving study, analysis, or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs. Ability to utilize basic office productivity software like spreadsheets, Adobe, Zoom, etc. Demonstrated success working with teams, working with individuals from diverse backgrounds, and in representing an organization in interactions with individuals and groups. Detailed, organized and customer service oriented.

**Preferred Qualifications:**

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• Experience working with Customer Relations Management software (CRM) and design/photo editing software.

• Experience creating event communications for a variety of audiences.

**Application Procedure:** To apply, qualified candidates must electronically submit the following materials via Interfolio (link below):

• Letter of Interest
• Resume or Curriculum Vitae
• Contact information for at least three professional references
• HSU Employment History Form (HSU Employment History Form: https://forms.humboldt.edu/employment-history-form; NOTE: Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is completed in an online browser, content WILL NOT be saved).

**CLICK HERE TO APPLY NOW:** [http://apply.interfolio.com/95165](http://apply.interfolio.com/95165)

**Application Deadline:** This position is open until filled. The first review date will be on Monday, January 24, 2022.

Any inquiries about this recruitment can be directed to careers@humboldt.edu or HSU’s Human Resources Office at (707) 826-3626.

Humboldt State University sits on the traditional homelands of the Wiyot people in what is currently called Arcata, CA. The Wiyot people call the area Goudi’ni (over in the woods). HSU was the first campus in the California State University system to offer a stand-alone major in Native American Studies.

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier public institutions in the Western United States; it is a rural and residential campus of approximately 7,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate, and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of approximately 135,000. The community offers an excellent range of businesses, services, and cultural activities and performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.
CSU requires faculty, staff, and students who are accessing campus facilities to be immunized against COVID-19 or declare a medical or religious exemption from doing so. Any candidates advanced in a currently open search process should be prepared to comply with this requirement. The systemwide policy can be found at [https://calstate.policystat.com/policy/9779821/latest/](https://calstate.policystat.com/policy/9779821/latest/) and questions may be sent to hr@campus.edu.

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education—or activities only part of which are qualifying—will receive proportionate credit. HSU IS NOT A SPONSORING AGENCY FOR STAFF OR MANAGEMENT POSITIONS (e.g. H1-B VISAS)

Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. Satisfactory completion of a background check (including a criminal records check, employment verification, and education verification) is required for employment. HSU will issue a contingent offer of employment to the selected candidate, which may be rescinded if the background check reveals disqualifying information, and/or if it is discovered that the candidate knowingly withheld or falsified information. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Failure to satisfactorily complete or adverse findings from a background check may affect the employment status of candidates or continued employment of current CSU employees who are being considered for the position.

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status. Mandated Reporting: This position may be considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.

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See more photos at [Humboldt State University’s Flickr page](https://www.flickr.com/photos/humboldtstateuniversity/).