



EVENTS ASSISTANT

Institutional Advancement

POSITION SUMMARY

As part of the College's Campaign and Engagement team, the Events Assistant reports to the Director of Events and works closely with the entire Campaign and Engagement team on event planning and implementation.

The Events Assistant is responsible for having a strong physical presence in the management of events, including highly active multi-event days/weekends. This position partners with campus colleagues and off-campus vendors to implement logistics.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

Event Preparation

- Support both the Director of Events and Associate Directors of Engagement Events in event planning and preparation in all areas and events as needed.
- Plan, coordinate and oversee many aspects of events and activities as assigned, including but not limited to, scouting and choosing venues and vendors, managing orders with vendors, creating site plans and signage, coordinating insurance and permit/inspection requirements, and planning rentals, AV, menus, seating arrangements, decor, entertainment, rain/weather plans, security, transportation, power sources, and other details as needed. Review orders and setups to ensure accuracy.
- Collaborate closely with appropriate colleagues and departments in arranging logistics for the event program; communication/marketing needs such as invitations, follow-up, signage, name tags and collateral; facilities needs; catering needs; and security and transportation needs. Prepare correspondence as necessary, including but not limited to timelines, checklists, and a schedule of meetings, to ensure clear communication of important logistics.
- Arrange staff and student support for all areas where resources are needed to successfully implement events. Coordinate with Associate Directors, staff colleagues and students, and clearly communicate detailed responsibilities and timeline expectations, and arrange for all supplies.
- Provide support for engagement events including managing invitation lists and RSVPs, and managing event briefing preparation.
- In collaboration with the Associate Directors, provide management of student workers in the Engagement Events office to maintain well-organized event supplies and files.

Event Execution

- Assist the management of set-up, execution and cleanup of each assigned activity to ensure a safe and smooth event, including but not limited to ensuring facilities, catering, rentals, AV, entertainment, security, transportation, décor, signage, supplies, staff and volunteers are in proper places on time, and managing event emergencies or changes as they arise to provide a positive experience for guests.
- Provide clear direction and support to staff and students who are assisting with events.

- Drive golf cart or other vehicles as needed for transporting supplies, transporting guests, etc.
- Carry and move event supplies, and arrange for support from others when appropriate, to ensure a seamless and successful event and a well-organized event space and office space.

Event Follow-Up

- Participate in post-mortem meetings with the Associate Directors for each executed event.
- Working with the Associate Directors and colleagues, ensure well-organized electronic and hard file records of each event, including well-organized archival records upon the budgetary conclusion of each event.

QUALIFICATIONS

Minimum Qualifications:

- At least two years of related work experience
- Excellent interpersonal skills, outstanding oral and written communications skills.
- Must be a highly organized, motivated individual with the drive to provide the highest level of customer service to internal and external audiences.
- Ability to contribute positively to a fast-paced, priority-shifting, and cooperative work environment.
- Outstanding work organization and time management skills.
- Ability to take initiative and proactively manage deadline-driven projects.
- Ability to work effectively in a fast-paced and diverse team environment with a wide range of professionals in a variety of functional roles.
- Excellent computer proficiency.
- Experience working with confidential documents and sensitive information with discretion.
- Must be able to work standard business hours and must have flexibility to work evenings and weekends when required.

Preferred Qualifications:

- Bachelor's degree
- Experience in higher education or fundraising

Must demonstrate good intuition and the ability to adapt to changing priorities. **APPLICATION INSTRUCTIONS**

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

ADDITIONAL INFORMATION

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths

and experiences in this area. Individuals advancing the College's strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit <https://www.oxy.edu/offices-services/human-resources/benefits-information>.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.