

Position: Events Assistant, College of Arts & Sciences (CAS)
(Temporary, Part-Time)

Context of the Job:

Under the supervision of the staff in CAS Events, the assistant performs a full range of responsibilities to support and execute CAS events. The position is hourly, up to 15 hours per week. Hours range between 8:00 am and 9:00 pm, Monday – Sunday. Many events fall on weekends and evenings and will be mandatory.

Major Responsibilities:

CAS Events/Programs

- Assist with the planning, coordination, and execution of a variety of CAS Events, including: Decision Days, Celebrating Achievement & Success, Convocation, Alumni BBQ, and multiple department-level events
- Assist with coordinating event volunteers, including recruitment, registration, assignments, and coordinate volunteer training, serve as the volunteer lead contact and assist with questions, cancellations, and alternates.
- Create nametags and prepare registration lists for all events.
- Inventory supplies, gifts, and CAS merchandise; assist with ordering and distribution.
- Coordinate logistics for events including reserving event space, purchasing supplies, ordering catering and items from event-related vendors
- Input ticketed events information to Paciolian ticketing request form each pre-season
- Compile and input the Arts portfolio events descriptions into bi-weekly Mailchimp newsletter
- Maintain the CAS & Arts Portfolio Events Calendars and input events to UD Central calendar as appropriate
- Proofread and edit Arts related program materials
- Assist with the creation of events marketing materials such as flyers, social media posts, event descriptions, and signage
- Perform other related duties as assigned.

Education, Experience and Abilities:

Requires a minimum of a High School Diploma or equivalent course work. Excellent written, organizational, and oral communication skills required. Must have demonstrated ability and understanding of managing data in Excel, with excellent skills with Word and PowerPoint. Must be comfortable working independently with limited guidance and have the ability to make independent decisions. Must have the ability to handle sensitive material and information confidentially. Maturity, poise, judgment, and professionalism are essential.

To apply, please send your resume, references and a cover letter, to Coleen Popp, Director, Strategic Events, cpopp@udel.edu

This is a part-time, contracted position with no University of Delaware benefits.

Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment. The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members and Women. The University's Notice of Non-Discrimination can be found at <http://www.udel.edu/aboutus/legalnotices.html>