



**Associated Students, San Jose State University**  
**One Washington Square**  
**San Jose, Ca 95192-0128**

**Position Title:** Events Coordinator  
**Position Department:** Events  
**FLSA Status:** Exempt  
**Full/Part-Time:** Full-Time  
**Reports To:** Associate Director, Marketing & Programs  
**Compensation:** \$65,000

Click [here](#) to apply!

### **Associated Students Summary**

Associated Students' (A.S.) mission is to support and represent the students of San José State University by continuing the organization's legacy of student advocacy and leadership; to enhance SJSU students' education through high quality programs and services; and to prepare students as they move towards a thoughtful and purposeful life after graduation.

A.S. is a non-profit auxiliary corporation serving the students of San Jose State University whose primary source of funding is from mandatory student body fees. A.S. Departments include the Cesar Chavez Community Action Center, Child Development Center, General Services Center, Human Resources, Information Technology, Events, Marketing, Print & Technology Center, Student Government, and Transportation Solutions.

### **Position Summary**

The Events Coordinator is responsible for the administration and oversight of the Associated Students (A.S.) Events Department, which includes but is not limited to: creating high quality events, supervising student staff, creating and managing the annual department budget, creating site and event plans, overseeing the equipment rental program, and keeping track of supply, procurement and inventory of event items.

The incumbent creates large-scale, high quality events and services. The Events Coordinator also leads and empowers students to create small-scale events. The Events Coordinator provides support to the A.S. Student Elections Commission (SEC), a committee in the Student Government, and may provide support to the A.S. Programming Board as needed. Capacity to work effectively in a University environment and support the mission and goals of an educational institution are essential. Partnering with university departments to create new programming opportunities and foster community building will be the key success of this position.

### **Essential Functions**

- Responsible for planning and coordination of all A.S. Events Department events and activities including but not limited to Fire on the Fountain, Earth Day and other major campus events.
- Works closely with Facilities, Development and Operations (FD&O) and Event Services to schedule event spaces for large-scale events.
- Support A.S. student learning outcomes with a focus on leadership, building a sense of community, and developing critical thinking skills
- Cultivate and secure event and program sponsorships to increase revenue streams.

- Ensure all events, programs, sponsors, student organizations or department tabling participants adhere to A.S. and University policies during A.S. events.
- Develops and facilitates student surveys to assess student needs and opinions, overall satisfaction of programs and services. Compiles data and reports findings appropriately.
- Ensure contracts are executed with vendors, performers, and sponsors and adequate liability insurance is secured for all A.S. events in accordance with A.S. and SJSU policies.
- Collaborate with Spartan Athletics to support and promote the Spartan Squad program.
- Participate and/or serve in SJSU campus-wide committees and planning meetings, including but not limited to the Homecoming, Earth Day and Tailgate Committees.
- Attends department and staff meetings and on-going staff development trainings of A.S., the Division of Student Affairs, and SJSU
- Build relationships with key constituents on and off campus.
- Works with SJSU Risk Management to assure safe practices and emergency preparedness at events and upholds the safety of attendees.
- Manages annual budget development for Events department, accounts payable, and detailed budget events and programs.
- Responsible for the supervision and evaluation of student event assistants. Oversight of employee scheduling, payroll and regularly meets and evaluates work performance
- Supervise and empower events assistants running the equipment rental program and supports student organizations and departments as needed with event equipment rental.
- Oversees department student payroll, equipment and supplies purchasing and maintenance, inventory and asset control.
- Responsible for staff and volunteer recruitment, retention, training, development and evaluation.
- Develop and maintain internal department documents, processes, policies, guidelines, checklists, and other reference documents as needed.
- Promotes accident prevention, through regular training and supervision, to prevent injuries and accidents. Takes action to report unsafe conditions or injuries to Human Resources immediately.
- Mentors and advises the SEC Events Officer in the Student Election's Commission (SEC) during the Election process.

### **Knowledge, Skills, and Abilities**

- Demonstrated experience in creating events requiring contracts and site plans.
- Demonstrated ability to train, supervise and coordinate the activities of staff, interns and volunteers
- Ability to work independently and creatively to develop effective programs and services
- Requires excellent customer service and public speaking ability
- Requires demonstrated experience in Microsoft Office, Google Suite, Microsoft Publisher, and other planning tools
- Requires excellent interpersonal, verbal and written communication skills, and attention to detail
- Ability to establish and maintain effective working relationships with diverse groups
- Ability to create, implement and monitor program development and fiscal management
- Demonstrates competencies in the areas of project management and crisis management
- Demonstrated ability to train, supervise and coordinate the activities of staff, interns and volunteers
- Ability to work nights and weekends as needed

### **Work Environment, Hours and Physical Demands**

- This job operates in an office environment but will require frequent travel to outdoor and indoor event locations as needed. This position routinely uses standard office equipment.

- Work hours are Monday through Friday, 8:00 AM – 5:00 PM. Occasional evening and weekend work will be required as job duties demand.
- Must be able to lift and carry event equipment (such as canopies, tables, and chairs) and other supplies as needed up to 40 pounds.

### **Required or Preferred Education and Experience**

- Bachelor's degree in Hospitality Management, Public Relations or related field from an accredited college/university
- 1-3 years in planning, implementing, and evaluating events
- Experience supervising student employees, or direct reports and managing volunteers is a plus
- Experience in marketing and promotion of both large and small-scale events
- Experience creating and implementing a fiscal budget
- Experience working in a diverse environment with staff, faculty and students
- Experience working in a University setting

### **Notes to Applicants**

The person holding this position is 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 Revised July 21, 2017 as a condition of employment.

This position may be exposed to sensitive or personal information and is required to comply with the requirements set forth by the Integrated CSU Administrative Manual 8000 series and Associated Students Information Security Standards as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily after a conditional offer of employment. Failure to satisfactorily complete the background check may affect a conditional offer of employment.

### **Equal Employment Statement**

Associated Students provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. A.S. provides reasonable accommodations for applicants with disabilities who self-disclose.

### **Applications**

Applicants must submit a complete application through the Associated Students applicant tracking system, ADP. Only complete applications will be considered.

### **Deadline**

Position will remain open until filled.

Click [here](#) to apply!