

Assistant Director Of Event Management (1089)
Northern Illinois University

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Posted Aug. 30, 2022, set to expire Dec. 30, 2022

Job Title	Assistant Director Of Event Management (1089)
Department	Holmes Student Center
Institution	Northern Illinois University DeKalb, Illinois
Date Posted	Aug. 30, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Student Affairs
Job Website	https://employment.niu.edu/postings/66079

Apply By Email

Job Description

Position Summary

Under the direction the Associate Director of the Holmes Student Center, this position oversees the operation of the Reservations and Event Management Office and manages all aspects of event ticket sales at the Holmes Student Center.

Essential Duties and Responsibilities

This position is responsible for supervising the Reservations and Event Management staff, as well as overseeing all aspects of event ticket sales and assisting with event security at the Holmes Student Center.

Minimum Required Qualifications (Civil Service)

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

Bachelor's degree in Hospitality, Marketing, Public Relations, Communications, Business Administration, Student Affairs, or a closely related field.

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One (1) year (12 months) of professional work experience in Events Planning, Conference Management, Public Relations, Communications, Marketing, or any other related field

Knowledge, Skills and Abilities (KSAs)

Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership techniques, production methods, and coordination of people and resources.

Skill in analyzing information and evaluating results to choose the best solution and solve problems.

Skill in scheduling events, programs, and activities, as well as the work of others.

Skill in oral and written communication.

Ability to adjust actions in relation to others' actions.

Ability to listen to and understand information and ideas presented through spoken words and sentences.

Ability to apply general rules to specific problems to produce answers that make sense.

Ability to develop specific goals, plans to prioritize, organize, and accomplish tasks.

Ability to work effectively with staff, the public, and outside constituency groups

Ability to effectively plan, delegate, and supervise the work of others.

Ability to utilize various computer software packages, such as Accounting Software, query, etc.

Ability to work independently and exercise judgment in order to be able to analyze and investigate a variety of questions or problems.

Ability to analyze and develop guidelines, procedures, and systems.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact