

Assistant Director of University Events and Engagement
Marian University

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Posted May 24, 2023, set to expire Dec. 15, 2023

Job Title	Assistant Director of University Events and Engagement
Department	Presidents Office
Institution	Marian University Indianapolis, Indiana
Date Posted	May 24, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Other Administrative Departments
Job Website	https://marian.peopleadmin.com/postings/2393

Apply By Email

Job Description

As part of a diverse community of faculty and staff who represent many faith systems and worldviews, Marian University seeks qualified applicants for the position of Assistant Director of University Events and Engagement. Reporting to the Executive Director of University Events and Engagement, the Assistant Director of University Events and Engagement will promote Marian University's mission by supporting the daily administrative duties required for the planning and execution of campus sponsored and external client events.

Essential Duties and Responsibilities:

- Actively engage the Catholic Franciscan mission and identity of Marian University by modeling the Franciscan Sponsorship Values and honoring the legacy of the founding congregation through transformative education, unity in diversity, leadership through service, integrating faith and life, and institutional policies.

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- Reserve space, input, and update event details into Event Management System (EMS) in support of EDEE and Room Reservations for meetings and events on campus, with particular focus on groups and events in Allison Mansion.
- Provide full support for external client events including but not limited to creating contracts and invoices, tracking payments, security deposits, and insurance coverage in EMS, communicating set up needs to internal operations teams and updating changes.
- Serve as or schedule host and personnel (MUPD, Housekeeping, IT tech) as needed for external events on campus. Communicate client needs, event information and expectations to staff. Process payroll and any personnel's details as necessary.
- Assist business office with monthly reconciliations of payments and deposits from external groups to ensure proper allocation of revenue for Events and Engagement.
- Collaborate with campus coordinators of summer programs to ensure all university procedures and processes are being followed, and to confirm daily agendas, housing updates, and dining needs for each group. Serve as point of contact for groups during their time on campus.

Serve as manager for the Allison Mansion:

- During work day hours: greet President's guests and daily traffic, and field incoming calls (occasionally covering for the President's Office).
- Monitor and submit maintenance & housekeeping needs for Allison Mansion, submitting work orders for repairs and/or communicating major issues with Campus Operations or appropriate party.
- Post/ share weekly schedule of campus events with Allison mansion staff, MUPD, and other departments as needed.
- Ensure that mansion rooms are clean, appropriately set, and in good condition for all mansion events and equally during down times.

Provide event support to EDEE:

- Promote university events and volunteer opportunities through social media outlets in collaboration with the university social media manager.
- Coordinate and communicate volunteer assignments and event timelines to internal and external volunteers for major university events as requested by the EDEE.
- Provide administrative support for BOV engagement opportunities and communications.

- Regularly update university event documents, policies, and webpages as needed with pricing and

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- personnel changes, new photos, new facilities, etc
- Assist business office with monthly reconciliations of payments and deposits from external groups to ensure proper allocation of revenue for events and engagement.
 - Perform basic marketing efforts to promote campus facilities rentals to external groups, focusing on existing channels of university communications and social media. Target past clients as well as university alumni.
 - Serve as university ambassador and consultant for internal groups hosting large conferences or events by providing event planning guidelines and tools in order to maintain university event standards and quality.
 - Conduct guest surveys and follow ups with external clients and summer conferences to confirm guest satisfactions and to identify areas of opportunity.
 - Mentor and guide student interns, provide weekly work assignments, and schedule weekly check-in opportunities for them.
 - Other duties as assigned.

Contact Information

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

Contact