

POSITION NOTICE

Event Services Manager Illini Union University of Illinois at Urbana-Champaign

Position Functions & Major Responsibilities:

The Illini Union, the community center at the University of Illinois at Urbana-Champaign, is seeking candidates for the position of Event Services Manager.

The Event Services Manager coordinates meeting and event planning with oversight for all events held in the Illini Union. This position also is responsible for supervision of the Event Services office, staff, electronic reservation system, meeting room equipment, and services.

The Event Services Manager, along with the unit's staff, are the primary representatives to the campus community in assisting clients in both a face to face and virtual environment means of reserving rooms, event planning, and event logistics coordination. The position also has oversight responsibility for the input of reservation data, distribution of information collected, trend interpretation of data, assessment, and analysis reporting

Minimum Qualifications:

Bachelor's degree in a relevant field with minimum of two year's managerial experience in event planning is required. Extensive knowledge required on principles of event organization and conference planning, plus strong computer skills with ability to oversee the functioning of a virtual computer environment.

Also necessary in a candidate are excellent communication, interpersonal, organizational, and customer service skills, along with the ability to work with diverse faculty, staff, students and others. Additionally, the successful candidate should demonstrate the ability to work effectively under the pressure of a variety of deadlines and obligations, follow and interpret policy, exercise keen judgment and adapt successfully to changing conditions in a fast paced environment.

Appointment Status:

This is a 12 month, full-time Academic Professional Position.

Salary:

Commensurate with experience and an excellent benefits package

Proposed Starting Date:

Proposed starting dates is as soon as possible

Application Deadline:

Wednesday, August 12, 2009.

Application Procedures:

All candidates must complete an online application, through <http://jobs.illinois.edu> before deadline for full consideration. Qualified candidates must upload a letter of application, resume, and contact information (names, addresses, e-mail addresses, and telephone numbers) of three current professional references. Official academic transcripts will be required of the finalists. Interviews may be conducted but no decision will be made until after the closing date. Individuals with diverse background are encouraged to apply.

For additional information regarding the application procedures, please contact:

Illini Union
Staff Development and Human Resources
Phone: (217) 333-8366 or 333-8305
E-mail: iuemployment@illinois.edu

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