**JOB DESCRIPTION**

This position assists the Director of Events in planning and executing events for the Office of Advancement and Roderick House. The types of events include donor cultivation events, Vice President’s events, Center events, faculty and staff events, community events, and conferences. Work includes duties such as making nametags, place cards, and other meeting materials, filing, mailing invitations, updating events calendar, helping to research event venues, making follow up RSVP calls, closing event files, uploading files to Flickr, data entry projects, and helping to setup, staff, and cleanup events. Candidate must be detail-oriented, organized, flexible, reliable, proactive, and able to work both independently and as part of a team. Must exercise creativity, resourcefulness, composure, and discretion. Must have solid communication skills and be willing to interact with community constituents. Congeniality and sense of humor a plus. Position requires light to moderate physical effort and ability to stand for long periods of time esp. during events. Preference given to candidates who have previous experience in events or in hospitality setting or candidates who are interested in pursuing a career in this field.

Compensation is $11.50/hour

Days per week: Days/hours varies and is based on the events schedule and student availability.
Hours per week: 8 - 12 hours per week; flexible and final hours arranged with student with hours falling between 8:30am - 5pm, M-F. Occasional evening work at events optional.

**TO APPLY**

Office: Office of Advancement

Supervisor Name: Linae Ishii-Devine

Email resume and cover letter to: linae@miis.edu