WINTHROP UNIVERSITY
NOTICE OF JOB VACANCY
May 13, 2016

POSITION:  DIRECTOR OF UNIVERSITY EVENTS (OFFICE OF UNIVERSITY EVENTS)
(Class Code UP03\Director)

BAND:  N/A

STARTING SALARY:  $75,000-$80,000; actual salary will be commensurate with qualifications

JOB VACANCY:  201608U

Minimum Training & Experience:
A bachelor's degree and at least five years of experience in hospitality management, project management, events planning, educational administration, institutional operations, or comparable experience, preferably in a higher education environment.

Knowledge, Skills & Abilities:
The position requires a leader capable of working with a variety of customers and constituencies, both internal and external, to coordinate campus events while managing multiple projects simultaneously and supervising staff. Discretion, dependability, and attention to details required. Excellent computer and oral and written communication skills essential. Must be available to work some evenings and weekends.

Major Duties:
Reporting to the VP for University Relations, the Director of University Events coordinates campus operations to ensure the success of internal and external events, including events in which the President and First Lady participate. Serves as a resource to campus groups by providing guidance, counsel and whatever assistance may be required to help them achieve their objectives. Keeps track of all campus events, coordinates scheduling, and works to resolve any conflicts. Serves as liaison to the external community and encourages the use of campus facilities. Supervises activities of staff in the Office of University Events. Serves as chair or member of various University committees/groups involved in direct support of the University’s mission through public events. Performs other related duties as directed by the VP for University Relations.

To apply, access www.jobs.sc.gov to submit an on-line application no later than June 3, 2016

Winthrop University is an Equal Opportunity/Affirmative Action employer and does not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, gender identity, or veteran status. Women, minorities, and persons with disabilities are encouraged to apply.