

Job Description
Administrative Assistant in the Office of Event Services

Receptionist

Greet everyone as they come into the office.

Answer phone lines:

7604 – Event Services

7603 – Audio Visual Production Manager – answers when busy or out.

3208 – Church and Minister Relations – answers when busy or out.

Handle the call when possible or transfer it to the appropriate person.

Event Services regularly receives calls regarding questions that do not apply to the department. In these instances, transfer to the correct department or take information and try to direct to the correct department after researching the nature of the question.

Secretarial

- Check mailbox daily and distribute mail as necessary.
- Check Event Services email account and respond as necessary.
- Receive requests for event space reservations.
- Maintain CaterEase database for events and clients.
- Input event information into CaterEase.
- Update information for campus schedule of events.
- Inform Campus Dining catering director when event requests will include food service.
- Purchase office supplies
- Prepare pay orders and purchase requisitions.
- Assist Event Services Team Members with keys for opening doors on campus.
- Check in with PCS housekeeping crew when Director is not in office.
- Assist with “red-letter events” on campus.
- Update MyMC web calendar with public events.

Church and Minister Relations

- Coordinate travel arrangements for Director – prepare ATC for approval.
- Research to determine where alumni are serving in churches.
- Process credit card receipts for Director.
- Maintain list of all churches contacted by director.