

## **Job Description: Administrative and Events Specialist**

**Job Title:** Administrative and Events Assistant

**Office:** Office of Marketing and Communications

**Employee Name:** TO BE FILLED

### **Job Summary**

The Administrative and Events Assistant supports the Vice President for Marketing and Communications and the Office of Marketing and Communications with administrative and office functions and assists in establishing the OMC as the top resource for campus events by supporting the Director of University Events with relevant event functions. The person in this role assists in developing, implementing, and evaluating marketing and communications projects and events, and promotes a positive image for the Office of Marketing and Communications and MC that reflects the MC brand, values, and culture. The person in this role is accountable for timely and clear communications, surfacing potential issues, fostering collaboration across the team, and communicating effectively with all internal and external stakeholders. This individual brings energy, enthusiasm, and a collaborative spirit to work effectively with all stakeholders.

### **Essential Functions**

#### **Administrative Support**

- Effectively executes daily and recurring office tasks, including, but not limited to, phone and email traffic, mail distribution, campus calendar updates, budget tasks, procurement card reconciliation, etc.
- Maintains the Vice President's (VP) calendar and scheduling needs. Coordinates meetings, travel, and special events with faculty and staff, departments, contractors and vendors, and other partners as directed. Attends meetings as directed by the VP and takes notes/minutes when necessary.
- Completes recurring financial management tasks, including preparing purchase requisitions and pay orders for approval; fulfilling the timely purchase and acquisition of products and services, soliciting bids from vendors; and monitoring the accuracy of allocations and expenditures, under the direction of the VP or Director of University Events.
- Responsible for maintaining the physical office space as well as key office assets and resources, including office technology, supplies, and promotional item inventories.
- Serves as a secondary reviewer on written and creative materials, as needed.

#### **Events Support**

- Maintains the institutional event and scheduling calendars as directed by the Director of University Events; completes and distributes weekly event summary detailed reports to all pertinent areas; communicates and assists with event setups, changes, and progress, both verbally and in writing; as directed by the Director of University Events.
- Participates in event meetings and serves on event committees as directed; proposes new events; attends and supports campus events as designated by the Director of University Events and attends and supports all University Priority

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Events; recommends improvements to existing and new large-scale events that support and promote the MC brand to key audiences.

- Maintains accurate event data and records on event expenditures and event budgets; processes event invoices; deposits rental/damage deposit fees; compiles event attendance, event documentation, and Campus Operations inventory; completes other duties as assigned by the VP and Director.
- Manages the University Mascot, Tushka, and serves as the primary point of contact for Tushka requests, scheduling, student recruitment and employment details, and serves as the primary handler for campus events.
- Manages OMC student worker hiring process, which includes posting internships and Tushka job positions on Handshake as available, scheduling interviews with candidates, and completing paperwork with Financial Aid.
- Performs other administrative and event support duties as needed to ensure continuity of operations within the Office of Marketing and Communications.

### **Minimum Qualifications**

- Bachelor's degree
- Commitment to the mission and vision of Mississippi Christian University

### **Knowledge, Skills, and Abilities**

- Demonstrated abilities in administrative support tasks and functions.
- Ability to learn financial reporting and execute related duties and tasks.
- Ability to conduct effective calendar management, including calendar tools and scheduling tasks.
- Ability to effectively work individually and as part of a team.
- Ability to successfully interact and collaborate with a broad spectrum of contributing groups and constituents.
- Ability to prioritize and work in an environment with shifting priorities.
- Effective computer skills, including Microsoft Office, calendar software tools, and Google Calendar.
- Demonstrated skills in problem-solving, initiative, exercising good judgment, and effective decision-making.
- Ability to exercise sound judgment, maintain confidentiality, and represent the university professionally.
- Effectively balances responsibilities between daily office management and event planning support.
- Excellent organizational and time management skills, along with attention to detail.
- Strong written and verbal communication skills.

**Reports to:** Vice President of Marketing and Communications and indirectly to the Director of University Events

**FLSA Status:** Non-Exempt