Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Western Connecticut State University
Division of Student Affairs
Events & Conference Management
Assistant to the Director

Western Connecticut State University is pleased to announce that applications are being accepted for two Assistant to the Director positions.

The Events & Conference Management department is responsible for financial and non-financial benefits, through purchasing, programming, and events management, while providing excellence in customer service for all events throughout campus.

Reports to the Director of Event & Conference Management and is responsible for the end-to-end coordination and execution of internal & external events at all campuses. Consults internal stakeholders to establish event objectives, and manages stakeholder relations and development; Attends all pre- and post-convention meetings for information concerning shows and events; Ensures that all materials, equipment, and supplies are ordered and available for events and the general operating needs of the facility. Responsible for the hiring, development, and supervision of the operational staff and prepares work schedules of operational and temporary staff ensuring that they are done timely and fairly; Utilizes various software and web applications to schedule maintenance work (Maintenance Direct), schedules facility uses and service orders (EMS) & programs and operates electronic message center; Responsible for inventory of fixed equipment within the buildings and their upkeep and schedules periodic maintenance; Responsible for ensuring the overall maintenance of the buildings, ensuring that facilities are kept clean and that issues involving event set-up, staffing, and safety measures are met. Works with the contract accountant in order to ensure that all rented equipment is properly billed and returned in proper working order.

NOTE: Position requires standing for long periods of time, bending stooping, reaching, climbing, and working heights as needed. May require individual to work outside; work long irregular hours to meet deadlines and turnarounds. May be exposed to adverse conditions and heavy lifting;

Qualifications: Bachelor’s degree or four (4) years full-time related work experience is required. Two (2) years of experience in facilities operations and events coordination, including supervisory experience in events services is required. Must possess: the ability to read or interpret floor plans/MS Visio drawings; knowledge of staging, lighting and sound equipment; the ability to plan and forecast, and the ability to be trained to operate a forklift or man-lift. Must possess excellent organization skills

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

Salary & Benefits: The salary range is $45,745 – $79,118 and is commensurate upon candidates’ experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/.

Application Process: Prospective candidates must submit a cover letter, which includes the names and contact information for three (3) professional references and a resume. Email your application materials as one (1) complete file (PDF or Word format only) and not via multiple attachments to: Ms. Peggy Boyle, Assistant Director
of Human Resources - Recruitment. In subject line of email reference: Your Last Name – Assistant to Director ECM

**Application Deadline:** Application materials should be submitted to hrpositions@wcsu.edu and must be received by **Thursday, July 18, 2019**. Late applications will not be accepted.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire via the following link. [http://wcsu.edu/diversity/affirmative-action-data-questionnaire/](http://wcsu.edu/diversity/affirmative-action-data-questionnaire/). Any questions may be directed to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity.

**Western is an Affirmative Action Equal Opportunity Educator/Employer**