

Colorado Department of Higher Education

Event Coordinator - Administrative Assistant - Part-Time

POSITION SUMMARY:

The **Event Coordinator - Administrative Assistant** provides administrative support and event coordination to the Academic Policy Officer –P20 Alignment, as well as the Director of Admission and Access Policy. The assistant will support the efforts of this cross-unit partnership as the department continues to carry out the statutory requirements and efforts to align Colorado's K-12 and postsecondary education systems, expectations, and policies to ensure more students are graduating from high school ready for college or a career, and, ultimately, to increase rates of postsecondary enrollment and completion. The Event Coordinator - Administrative Assistant will support these efforts by coordinating all logistical aspects of a number of diverse events and meetings, including large all-day events, statewide public feedback tours, special events, , and a series of task force meetings. Communications, registrations, travel arrangements, reimbursements, and contractual agreements, among other activities, will be handled by the Event Coordinator - Administrative Assistant under the direction of the managing personnel.

Hiring and length of employment are contingent upon grant funding. Position is funded through a grant from the Rockefeller Philanthropy Advisors. The position is funded through December 1, 2014.

RESPONSIBILITIES:

Essential Duties/Responsibilities

- Coordinate all logistical aspects of meetings and special events, including communication with participants, process registrations and reimbursements, reserve appropriate meeting spaces, audio visual requirements, and catering. including
- Secure and process contracts and invoices for meeting/events, including staff expense reports and participant reimbursements.
- Collect and prepare materials for meetings, including but not limited to the development and organization of nametags, copying, collating and stuffing participant and speaker packets, and purchasing necessary meeting supplies.
- Manage timely communication before and after events, e.g. supply meeting details and documents to participants, collect registrations, and respond to general inquiries.
- During meetings and events, serve as point of contact for facilities manager, provide support for staff and participants, and capture detailed meeting minutes. Provide additional administrative support for project team.
- Travel to regional meetings around the state as needed.

Other Duties/Responsibilities

- Other duties as assigned

Minimum Qualifications and Conditions of Employment

Knowledge, Skills and Abilities

- Excellent analytical and communication skills
- Ability to synthesize information concisely
- Proficiency in Microsoft Office applications
- Willingness to take initiative and work in a team environment
- Proven record of meeting deadlines and working within limited resources

Education:

- High School Diploma or GED

Experience:

- Minimum of two years' experience working in a similar position; preference given to those applicants with event planning experience.

Physical Activities

- **Light** - Exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and or a negligible amount of force constantly to move objects. Physical demands are in excess of those of sedentary work. Light work usually requires walking or standing to a significant degree.
- **Talking** - Expressing or exchanging ideas by means of the spoken word. Talking is important for those activities in which workers must impart oral information to clients, or to the public, and in those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Cognitive Abilities** - Able to understand complex cognitive issues.
- **Computer Literacy** - Able to use all functionality of a computer.
- **Written Communication** - Strong written communication abilities.

Working Conditions

Works in a normal office environment with standard office equipment (such as phones, fax, copiers and personal computers and mobile telephone). The normal working hours are between 8 AM – 5 PM Monday through Friday, on a part-time basis, and working hours will be scheduled based on needs of department and availability of personnel. Some travel and overnight stays in hotels required.

SUPPLEMENTAL INFORMATION

The position is Part Time working up to 19 hours a week and is not eligible for benefits. This position is not part of the classified state personnel system.

Salary: \$13.00 to \$16.00 Hourly

Employment Duration

Please note hiring and length of employment are contingent upon grant funding. Position is funded through a grant from the Rockefeller Philanthropy Advisors. The grant is part of an initiative entitled "Core to College: Preparing Students for College Readiness and Success," which seeks to improve student achievement and college readiness and Colorado is one of ten states to receive \$200,000 per year for three years. The grant will support the efforts of the higher education system to ensure that admissions standards, educator preparation programs, basic skills policies and assessments align with the Common Core State Standards. Funding for the initiative is provided by the Lumina Foundation, the William and Flora Hewlett Foundation and the Bill & Melinda Gates Foundation. The position is funded by the grant through December 1, 2014.

TO APPLY:

Please submit cover letter, resume and the names and contact information of three references to:

jobs@collegeinvest.org or mail to

**Department of Higher Education Human Resources
1560 Broadway, Suite 1700
Denver, CO 80202
Or Fax to 303-292-1606**

The position is open until filled. Application review begins immediately and position start date is immediate.

Employment is contingent upon successful completion of a criminal background check.

The Colorado Department of Higher Education is an Equal Opportunity employer. In compliance with federal and state anti-discrimination laws, the Department does not discriminate in matters of employment based on disability, race, creed, color, sex, sexual orientation, transgender status, religion, age, national origin, or ancestry.