Student Clerical

HSC Student Event Coordinator

Regular Employment Only

Deadline: December 6, 2017

Reservations and Event Management, in the Holmes Student Center, is seeking a Student Event Coordinator. The student must possess good judgment, strong communication and organizational skills, and the ability to receive direction and work cooperatively with others. This position is responsible for a wide variety of general receptionist and office duties, including the support of the Reservations and Event Management staff. Knowledge of Microsoft Office is necessary. Tasks include, but are not limited to, greeting visitors, answering phones, directing guests, answering questions regarding reservation policies and procedures, processing event reservations, coordinating services to support events, scanning, copying and filing. The ability to provide a high-level of customer service and interact in a professional manner is required. Candidate must be reliable, dependable and punctual. Hours per week are based on student availability and operational needs of the department. Applicants must include their class schedule for the spring 2018 semester for consideration.