Posted: **February 3, 2023**

NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

POSITION ANNOUNCEMENT

TITLE: EVENT PLANNER **DEPT:** OFFICE OF THE PRESIDENT

REG ☐ **TEMP** ☑ **FULL TIME** ☑ **PART TIME** ☐

STARTING RATE or SALARY RANGE $15.00-$18.00

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: February 13, 2023* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

This position will primarily support the Office of the President with university wide events throughout the calendar year. The Event Planner should be a highly organized, creative, and service-oriented professional able to successfully plan, manage, oversee and execute events on behalf of the President's Office. Events locations may include private and public campus events at our NMT Main Campus, Deju University House, President's Residence and other off-campus venues. Event types will include but are not limited to: Regent Meetings, Cabinet Meetings, Legislative Committee Meetings, VIP Dinners and Luncheons, NMT Day at the Roundhouse, Commencement Ceremony, Faculty/Staff Convocation, Fall Staff Appreciation BBQ, Holiday Celebrations, and other special events as they arise. Travel, and evening and weekend work is required of this position. This position may also provide secondary support with Alumni Events as necessary.

JOB FUNCTIONS:

1. Plan, manage, oversee and execute all president's office on and off campus events (exclusive of the advancement office alumni events).
2. Create, organize and maintain an electronic written process in google team drive for each event, which includes timelines and action items. (i.e. Developing checklists for guest lists, developing event themes, menus, etc.)
3. Manage the deju university house building use, rental agreements, and setup/take down for each event. Order deju supplies as needed
4. Develop a budget for each event with the assistance of supervisor.
5. Originate requisitions and process/originate direct payment & invoices.
6. Maintenance of all event records.
7. Generate reports and presentations, re-order supplies.
8. Originate jvs as needed.
9. Originate p.card statements in a timely manner.
10. Organize weekly meeting with supervisor to prepare for weekly events.
11. Assist the president, executive assistant in additional duties that may occur at any time including after hours or weekends. 90%
    Provide assistance to the president's spouse as needed for event planning. May assist advancement office event coordinator as needed. 5%

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Communication Skills: Contact with the public, faculty and staff. Must be able to communicate courteously and effectively. Communication within the office is vital as well as we are a team and all events reflect upon our staff, the President and the university. Strong verbal and written communication skills needed. Analytical Ability: Candidate must be able to analyze situations as they arise and be able to adjust accordingly to difficult or challenging situations. Must be able to accurately determine the most effective procedures to plan and produce an event within budget. Determine the appropriate location, menu, music, speakers, etc. Problem Solving: Position requires scheduling and coordinating functions and dealing with problems that may arise and must be dealt with in a timely and professional fashion. The selected candidate will need to address allocation of resources and handle multiple priorities. Interpersonal Skills: Must maintain a professional demeanor at all times and be able to effectively communicate to a wide variety of stakeholder. Punctuality and attendance are critical to this position. Proficient in Microsoft office suite and google suite. Must have 1-3 years progressive event planning experience.

DESIRED QUALIFICATIONS:

Formal diploma/certificate/degree program of 6-18 months after high school- Business Administration, Hotel Restaurant Tourism Management or related field.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	O
15 - 30 pounds	O
30 - 50 pounds	S
50 - 100 pounds	S
100 + pounds	S

PHYSICAL DEMANDS:

Standing 30%	Sitting 30%	Walking 30%	Pulling
Pushing	Lifting 10%	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu