

JOB DESCRIPTION:	University Events Coordinator (Part Time)		
DEPARTMENT:	Office of the President		
REPORT TO:	Executive Administrator – President’s Office		
EEO CLASSIFICATION:	Administrative Support	FLSA STATUS:	Non-Exempt
CUPA HR CLASSIFICATION:	541000	DATE APPROVED:	09-JUL-2025
		DATE MODIFIED:	NEW

SUMMARY: Coordinating special events and projects as assigned including assistance with President’s Office daily tasks.

DUTIES:

1. Answers and screens telephone calls, incoming mail, and visitors to the Office of the President.
2. Coordinates, assists and/or plans University events as approved by the WNMU President including WNMU Board of Regents meetings and President’s residence activities including but not limited to annual inventory, holiday decorating, etc.
3. Maintains President’s Office space organized.
4. Arranges various aspects of events such as conference room reservations, off and on campus locations. Assists with technical aspects, parking, menu selection, entertainment needs, including invitations, accommodations for guests. Coordinates events from start to finish.
5. Maintains department files and records including confidential employee files and detailed event record-keeping. Maintains historical cost analysis and notes to be referenced later for possible areas of improvement.
6. Maintains a high level of professionalism in all communication and interactions.
7. Performs other duties as assigned.

REQUIREMENTS:

1. **Education/Background:** High School Diploma or GED equivalent with 2 years directly related experience required. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge of office management/administrative support practices and procedures. Knowledge of advance word-processing, spreadsheet, and database software applications. Ability to communicate effectively, both orally and in writing. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. Ability to coordinate, schedule, and organize events and/or facility usage.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)