

**COORDINATOR OF EVENTS AND LEASING SERVICES**  
**Job Description**

**CATEGORY:** ADMINISTRATIVE AND PROFESSIONAL  
**POSITION STATUS:** FULL-TIME  
**FLSA STATUS:** EXEMPT  
**SALARY CODE:** 20  
**REPORT TO:** BUDGET SUPERVISOR  
**REVIEWED DATE:**

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

**JOB SUMMARY**

The primary responsibility of the Coordinator of Events and Leasing Services is to perform a variety of duties associated with coordination of campus events, special projects and leasing agreements. The Coordinator of Events and Leasing Services will support the mission of the college while coordinating events and/or projects and lease agreement, including oversight or coordination of budget, policies and staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plans and coordinates strategies and procedures for meeting the assigned objectives; including overseeing the daily activities of assigned staff members.
- Supports the supervisor in functionalities directly related to the division.
- Coordinates the preparation and maintenance of contracts and agreements with off-campus users.
- Coordinates billing services associated with campus events, special projects, and campus lease agreements.
- Coordinates events or project activities related to performance and meeting areas; assigns tasks and provides guidance to personnel responsible for specific functions or phases of the event of project including and not limited to security, custodial, and other requirements needed for an event.
- Coordinates services for events, including and not limited to facilities, signage, displays, equipment, and other set-up needs.
- Inspects event facilities and ensures they conform to event requirements.
- Organizes and coordinate's special initiatives and projects, including developing and overseeing budget and evaluation outcome.
- Monitors event activities to ensure compliance with college procedures and resolves any problems that rise.
- Works with user groups to identify needs and provides appropriate equipment.

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- Provides customer service to event participants and assists in resolving complaints and issues.
- Accesses, inputs, and retrieves information from computer systems.
- Reviews reports and records of activities to ensure progress is made toward specified objectives.
- Assists in the preparation of annual department budget.
- Monitors the department budget to ensure expenditures are within budget allocations.
- Participates in special projects and prepares reports as needed.
- Maintains appropriate procedures to meet college and governmental policy and procedures.
- Maintains departmental files for records retention.
- Performs other duties as assigned.
- Working hours include evenings, holidays or weekends depending on deadline requirements and special events and projects.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with demands of the worksite.
- May write specifications for purchase or service contracts for equipment.
- Monitors event activities to ensure compliance with college procedures and resolves any problems that arise.
- Inspects facilities after event to assess any possible damage.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College.
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Participates in the process for systematic review and evaluation per the institutional effectiveness model adopted by the College.
- Promotes positive morale and teamwork within the department and provides exceptional customer service to students, faculty and community.
- Serves on committees as appropriate and as appointed by supervisor.
- Performs other duties as assigned.

### **REQUIRED KNOWLEDGE AND SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A strong commitment to the mission of the community college.
- Excellent written and verbal communication skills.

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- Strong project management skills with stellar attention to detail and high degree of accuracy.
- Must be able to prioritize projects, work independently, and handle confidential matters with appropriate discretion.
- Skills in working effectively in a team environment with a customer service focus.
- Ability to handle sensitive and extensive confidential data.
- Excellent decision-making skills; willingness to search out answers and be intuitive; ability to recognize when others need to be involved in activities or decisions.
- Demonstrate strong statistical, analytical, and research skills.
- Proficient in research, interpretation, and data analysis with the ability to work collaboratively and independently to achieve stated goals.
- Excellent analytical skills and presentation skills.
- Ability to give advice and/or problem solve, work comfortably with individuals who may be frustrated or hostile, and demonstrate success in working with diverse populations and with those persons with diverse points of view.
- Outstanding capacities for communication, organization, accuracy, follow-through, timeliness, consistency, and detail are essential.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.

#### **REQUIRED EDUCATION AND EXPERIENCE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- Bachelor's degree from an accredited college or university in Business Administration or related field.
- Minimum of three (3) years relevant office administration experience.

#### **PREFERRED EDUCATION AND EXPERIENCE**

- Office administration experience in fundraising or communications.
- Prior experience with scholarship awarding, donor relations and/or working with Foundations.
- Professional experience working in a college/university financial aid higher education setting or donor relations environment.
- Previous experience working with underrepresented student populations.

#### **CERTIFICATES AND LICENSURES**

None required.

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**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands and fingers to handle objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

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Disclaimer:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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**Posting Specific Questions**

Required fields are indicated with an asterisk (\*).

1. \* How did you hear about this employment opportunity?
  - TSC Website
  - HigherEdJobs
  - Indeed
  - LinkedIn
  - Specialty Job Board
  - Facebook
  - Work-In-Texas/Texas Workforce Commission
  - Job Fair
  - Personal Referral
2. \*Do you have a Bachelor's degree from an accredited college or university in Business Administration or related field?
  - Yes
  - No
3. \*Do you have a minimum of three (3) years of relevant experience in office administration?
  - Yes
  - No
4. Do you have office administration experience in fundraising or communications?
  - Yes
  - No
5. Do you have prior experience with scholarship awarding, donor relations and/or working with Foundations?
  - Yes
  - No
6. Do you have professional experience working in a college/university financial aid higher education setting or donor relations environment?
  - Yes
  - No
7. Do you have previous experience working with underrepresented student populations?
  - Yes
  - No