



University of New Haven

Position Title:

Assistant Director of Scheduling, Events and
Conference Management

Department: Office of Facilities – Space
Management

Search #21-11A

The Assistant Director of Event Management is responsible for assisting in the administration and review of campus wide Web Requests for event/meeting/classroom/athletic space as well as support services submitted through the Event Management System by collecting and coordinating all event related logistics, tracking and allocating event inventory and developing a cohesive work flow; end user support and additional system maintenance as needed.

SUPERVISION RECEIVED: Associate Director of Space Management

SUPERVISION EXERCISED: Student Event Staff, Student Conference Staff

CORE DUTIES:

- Acts as main point of contact and day-of management for conferences and events with both internal and external clients.
- Review Web Requests from West Haven and Orange campus' submitted through EMS; actively pursue information and process event/meeting requests to achieve confirmed status
- Contact EMS Users/Groups to collect and clarify event details/setup information i.e. diagrams, signage, timing, logistical needs etc.
- Ensure all university policies and procedures are followed
- Manage requests for grills in accordance with University Grilling Policy in collaboration with the Fire Science Club
- Flag EMS space requests in need of CBYD permits
- Track outstanding Web Requests in EMS seeking various levels of approval
- Review and activate new EMS account requests
- Update EMS Groups annually i.e. contact information updates
- Maintain room images, features, hours and time blocks for all buildings
- Initiate semi-annual event inventory i.e. tables, chairs, stages etc. and update system accordingly
- Seek purchase authorization for replacement of event equipment
- Implement annual scheduling blocks as needed i.e. holidays, building hours, major event blackout dates, administrative scheduling blackout dates, dining hours, German Club members, Board of Governors, etc.
- Review Academic Conflicts cross referencing scheduling and SIS systems



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- Collect and print maps/signage for sandwich boards
- Utilize Social Tables room diagramming software by sharing with event coordinators and integrating floorplans with EMS reservation
- Responsible for management of university event registration program Event Brite
- Meet with faculty, staff and students regarding event logistics as needed
- Oversee Daily Setup Worksheet Reports; prepare for distribution deadline ☑ Prepare information for Facilities Operations staff weekly and review 7 day event forecast
- Inspect setups on campus as needed
- Respond to calls/issues regarding day-of setups
- Troubleshoot end user issues and ensure functional EMS Web App experience
- Other duties as assigned by the Director of University Scheduling & Event Management

University of New Haven Diversity, Equity, Inclusion, and Belonging Vision

The University of New Haven is a diverse institution that celebrates, respects, and values individuals of all social identities. We believe that as members of the university community, our socio-cultural differences ignite intellectual growth and foster a culture of understanding that embraces our ever-changing society.

HOW TO APPLY:

Please send a cover letter, resume, and 2 references that will be held in the strictest of confidence to our Human Resources department at hrdept@newhaven.edu. Please make sure to reference Search # 21-11A in the subject line.

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