

SPECIAL EVENTS COORDINATOR

ADMISSIONS

Description: The Special Event Coordinator is responsible for managing undergraduate recruitment events. They will plan, administer, train on, and participate in all special events hosted by the Office of Admissions. The Coordinator will also select, train, and supervise the Presidential Ambassador group.

Minimum Requirements: Must have a bachelor's degree and at least one year of recruitment, programming, advisor, or special event experience. Must have strong skills in providing excellent customer service and demonstrate strong ethics. A valid driver's license and safe driving history are required.

Knowledge, Skills and Abilities: Must have superior written, oral, and interpersonal communication skills and group presentation skills; Provide excellent customer service, operate in a challenging and stressful environment, as well as work independently to meet deadlines. Must have knowledge and experience in event planning.

Hire Range: \$39,000- \$ 41,000 annually

University Hours: 8:00am – 5:00pm, Monday – Friday

Position Work Hours: 37.5 hours per week.

To include some nights and weekends

Class Code: CB65 – **State Title:** Student Svs Pgrm Crd I

Position #: – **Band:** 04

Search openings at careers.sc.gov

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Fringe Benefits



Applications must be submitted online at www.careers.sc.gov. Receipt of individual applications not acknowledged. See position status at www.lander.edu/hr. Lander University is a tobacco-free campus. All final candidates are subject to successfully completing background requirements.



Lander University is committed to equal opportunity employment and being an employer of choice. Lander believes that corresponding differences within the faculty and staff, whether based on ethnicity, race, gender, religion, age, or other experiences, are tremendous assets to the role of Lander as an educational institution and within the community, region, and state. Moreover, Lander is an Affirmative Action/Equal Opportunity Employer. As a result, it is the policy and commitment of Lander that it will not discriminate based on race, color, religion, sex, national origin, age, disability or other protected characteristics.

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