

Events Specialist

The Events Specialist supports reservations within an area of Student Centers' oversight. The role fluidly connects event logistics, customer service, and facilities management, to provide the optimal client experience. Events Specialists maintain a weekly schedule of at least 12 hours and shifts may be scheduled throughout the day, 7a-11p. Nights and weekend availability are required.

Key Functions and Responsibilities:

- Schedule and attend site visits to guide clients on effective event planning.
- Assist clientele in the coordination and execution of events, compliant with Student Centers policies.
- Utilize the Socialtables platform to tailor event diagrams, balancing client needs with accessibility priorities.
- Maintain organized oversight of event deadlines, coordinating with campus stakeholders as needed.
- Ensure events are successful by responding to inquiries, proactively troubleshooting, and actively participating on-site during the day of events.
- Participate in creating a safe, inclusive, and welcoming campus environment by providing excellent customer service and efficient communication to visitors, clients, and building associates.
- Serve as shift lead in all areas respective of customer service, event operations, and facilities management.

*Learning Outcomes:

- **Career & Self-Development** - Event Specialists proactively develop themselves and their careers through ongoing personal and professional learning, increasing awareness of their strengths and weaknesses, navigating career opportunities, and networking to build relationships within and beyond Student Centers.
- **Communication** - Event Specialists clearly and effectively exchange information, ideas, facts, and perspectives with clients, teammates, and members of the Vanderbilt community.
- **Critical Thinking** - Event Specialists identify and respond to needs based on an understanding of situational context and logical analysis of relevant information.
- **Equity & Inclusion** - Event Specialists demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures.
- **Leadership** - Event Specialists recognize and capitalize on personal and team strengths to achieve organizational goals.
- **Professionalism** - Event Specialists recognize work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.
- **Teamwork** - Event Specialists build and maintain collaborative relationships to work effectively toward common goals while appreciating diverse viewpoints and shared responsibilities.
- **Technology** - Event Specialists understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.