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**Office & Events Manager**

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| **GCNYC:** | **Glasgow Caledonian New York College (GCNYC)** |
| **Role:**  **Contract:**  **Salary:** | **Office & Events Manager**  **This full-time appointment will begin in mid-December 2021**  **$45,000-$55,000** |
| **Closing date:** | **Friday November 26, 2021** |

Glasgow Caledonian New York College (GCNYC) leverages nearly 150 years of academic excellence of its founding sponsor, Glasgow Caledonian University, to bring to New York City a distinctly global perspective and degree programs focused on profitable sustainability all committed to a mission “For the Common Good.” Located in the vibrant SoHo neighborhood of New York City, GCNYC delivers unique programs leading to the MS degree in Sustainable Fashion and Business for Social Impact and Sustainability.

Grounded in the UN Sustainable Development Goals, these programs are designed for adult students who enter as experienced professionals in their sectors and graduate prepared for roles as responsible leaders in sustainability and social impact.

GCNYC seeks an Office & Events Manager who will be responsible for the efficient functioning of GCNYC through a range of administrative responsibilities. Reporting to the Director of Operations, this role manages day-to-day office operations including front-desk reception, facilities and estates, office finances and hiring and onboarding paperwork.

As the Events Manager, this person is responsible for planning, organizing, and managing events for the college. They will lead on general College events such as Commencement and Trimester Kick-Off Week and collaborate closely with the College’s Career Services, Center for Impact and Innovation, Student Engagement, and other teams for their events. The Office & Events Manager ensures events are successful, organized, and cost-effective.

In this role they also manage GCNYC’s social media accounts and email marketing for general information and event promotion. This includes planning, scheduling, graphic design, email marketing creation, website updates, posting and engagement. The Office & Events Manager collaborates with other members of the team and our marketing consultant to ensure our online presence is organized, effective and on-brand.

The successful candidate will have the following requirements:

* The candidate will have a bachelor’s degree or relevant work-related experience.
* The candidate will have excellent communication skills (verbal, listening and written).
* The candidate will have excellent organizational, analytical, and problem-solving skills.
* The candidate will be proficient in managing social media platforms and experience in social media strategy.
* The candidate will have experience in event planning, and relationship management with external stakeholders, services, and vendors.
* The candidate will be able to support colleagues and students to effectively use standard productivity software (e.g., MS Office, Teams, Word, Excel, PowerPoint and Zoom.)
* The candidate will have a demonstrated ability to develop and maintain productive and constructive working relationships with a diverse range of stakeholders across campus and in our community.

**Application Procedure:** To apply for this position, please submit a copy of your resume, letter of interest addressing the role, responsibilities and qualifications required and at least two (2) current professional references with full contact information to [recruitment@gcnyc.com](mailto:recruitment@gcnyc.com). To view the role profile and access the voluntary affirmative action form for completion as part of your application, please see here <https://www.gcnyc.com/about/careers-at-gcnyc/>

GCNYC is an Equal Opportunity Employer. The College is committed to providing an inclusive, safe and respectful working and learning environment for all members of its community. GCNYC strictly prohibits and does not tolerate discrimination against employees or applicants due to their race (including traits historically associated with race, including but not limited to hair texture and protective hairstyles), ethnicity, religion, national origin or ancestry, citizenship, sex, gender identity, sexual orientation, pregnancy, marital status, age, physical or mental disability or veteran status.

Due to Covid-19, GCNYC’s policies regarding working from home or in-person are subject to change. Candidates must be able to work in-person 3-4 days a week and prepared for a potential transition to 5 days a week sometime in the future.