



Office & Events Manager

GCNYC:	Glasgow Caledonian New York College (GCNYC)
Role:	Office & Events Manager
Contract:	This full-time appointment will begin in February/March 2021
Salary:	\$45,000-\$55,000
Closing date:	Friday, January 22, 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; Business for Social Impact and Sustainability; and Risk, Resilience and Integrity Management.

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 support tasks. The person in this role will manage office-related tasks and projects related to internal College communications, scheduling, facilities, estates, new employee onboarding and finance operations. The Office & Events Manager will support the Director of Operations with space planning and facilities and estates projects.

The Office & Events Manager is also responsible for planning and coordinating all events and event related logistics. They will manage GCNYC’s Instagram, Twitter and Facebook accounts, coordinate the College’s social media schedule as well as design and upload posts. This position will collaborate closely with the Director of Academic Engagement, Director of Operations and will report directly to the Vice President & Provost.

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 verbal and written communication skills.
- The candidate will have excellent organizational, analytical and problem-solving skills.
- The candidate will be proficient in managing social media platforms.

- 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.
- 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.)

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. 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, this will temporarily be a remote position. Candidates must be able to work in-person when the College campus reopens.