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**Office & Events Manager**

**Role Details:**

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| **Job Title:** | Office & Events Manager | **School/Dept:** | GCNYC |
| **Reporting to:** | Director of Operations & Title IX Coordinator | | |
| **Contract:** | Full-Time | | |

**Job Description**

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| **Main purpose of the role:** |
| The Office & Events Manager is 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. This person assists the Director of Operations with general planning for the College and other tasks to ensure that GCNYC delivers an efficient and effective working, learning, and teaching environment.  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. |
| **Accountabilities/Responsibilities of the role:** |
| General Office Responsibilities   * Maintain and purchase College equipment and office supplies * Serve as a liaison between our IT team in Glasgow and provide occasional support to staff and faculty including account creation and management. * Maintain the team’s Outlook calendars with important dates and information for staff and faculty * Manage bi-weekly Staff Touchbase meetings * Welcome guests and provide hospitality * Uphold confidentiality of all official College records, and provide reporting of said records to NYSED, MSCHE and other official academic bodies as required * Provide administrative Support for the Vice President & Provost and the Director of Operations & Title IX Coordinator   Facilities and Estates   * Support the Director of Operations in space planning and other projects as appropriate * Manage all related vendors * Liaise with building superintendent, regarding building maintenance and repairs   Events   * Lead on Event management and logistical planning for general GCNYC events including Commencement, Town Halls, Trimester Kick-Off Week and more * Collaborate with Career Services, Center for Impact & Innovation, Student Engagement and other depts on event planning and organization * Management of run-of-shows, event promotion, attendee maintenance, required vendors and other logistics * Planning Zoom and/or in-person event logistics   Communications & Social Media   * Organize and distribute email marketing including the weekly Community Update email blast via Constant Contact * Plan and manage the College’s social media calendar and lead the weekly social media planning meeting * Oversee all event marketing materials, planning and strategy * Manage posting and engagement for GCNYC’s Instagram, Facebook, LinkedIn, Twitter and YouTube accounts. * Design and post graphics (using Canva or InDesign) that are attractive, informational and on-brand for social media, email marketing and website updates * Manage events and other general updates on gcnyc.com using Wordpress   Finance Operations   * Manage accounts payable and receivable, and invoice requests * Distribute credit card statements to staff and manage the approval and submission of all expense reports for staff * Assist Glasgow’s Finance dept. with HSBC banking and credit card relationships   People Services   * Manage HR coordination related to onboarding new faculty and staff— including new hire paperwork (I-9, IT-2104, W4, Direct Deposit, Transcript, Photo and Video Release, Emergency Contact Information, CV and benefit packet details.) * Manage faculty contracts and payroll with Glasgow * Ensure all new hires receive FERPA training. Maintain documentation * Manage relationships with the College’s insurance broker |

**Person Specification**

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| **Expected Criteria**  **E- Essential or D – Desirable** | **Assessment Method** |
| **Education & Professional Qualifications** |  |
| (E1) Bachelor’s degree  (D1) Master’s degree | Application, interview, references |
| **Skills, Knowledge & Experience** | **Assessment Method** |
| (E2) Excellent communication skills (oral, written and listening)  (E3) Strong organizational skills  (E4) Demonstrated ability to work effectively as a member of a team and self-motivate to work independently  (E5) Strong analytical and problem-solving skills  (E6) Ability to work in fast-paced environment while meeting objectives  (E7) Proficiency with standard productivity software (e.g., MS Office including Word, Excel, PowerPoint, Sharepoint and Zoom)  (E8) Proficiency in social media platforms  (E9) Demonstrated ability to develop and maintain productive and constructive working relationships with a diverse range of stakeholders across campus and in community  (E10) Demonstrated commitment to inclusion and diversity  (E11) Management experience in event planning, and relationship management with external stakeholders, services, and vendors  (D2) Proficiency in graphic design software  (D3) Proficiency with Learning Management Systems  (D4) Experience in working with a diverse population of adult students in an educational setting  (D5) Proficiency with First Aid | Application, interview, references |
| **GCU/GCNYC Values & Behaviours** | **Assessment Method** |
| * Demonstrates behaviours which are consistent with the **GCU/GCNYC Mission and Values** **(Integrity, Responsibility, Creativity & Confidence)** | Application Form & Interview |