Corban University
Position Description

Administrative Assistant for Events

DEPARTMENT: Event Planning
REPORTS TO: Director of Special Events
SUPERVISES: N/A
FLSA STATUS: Full Time/Non-Exempt
REVISED: June 2015

Application Process on Following Page

MISSION: To educate Christians who will make a difference in the world for Jesus Christ.

SUMMARY: This position serves the Corban community and those who rent facilities from Corban by serving those who are planning meetings and events by communicating their facility needs to the designated departments and overseeing the master calendar. This position will also work on assigned annual events by maintaining guest event registrations. It involves opportunities to interact with a wide variety of people as well as to work in a concrete, data-driven work environment.

ESSENTIAL FUNCTIONS:
• Schedule all events outside of academics including but not limited to music, theatre and athletic departments
• Oversee the master calendar
• Work with faculty, staff, students and the outside community (event coordinators) with facility requests
• Inform/work with Academic office, technology services, Aramark campus care and dining services and pass quality information to each area
• Assure quality of facility set-up with event coordinator
• On assigned events provide guest care, which includes overseeing and maintaining event management system for registrations, printing nametags and preparing documents pre-event, day-of and post-event
• Serve on the core event committee with other key support staff
• Oversee outside rentals, which includes initial information, contracts, and invoices
• Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:
• Excellent communication skills both verbal and written
• Excellent computer skills and ability to do data entry / understand and use database systems
• Enjoy customer service with a wide variety of people
• Maintain policies and procedures
• Ability to use conflict management skills
• Team player
QUALIFICATIONS AND REQUIREMENTS:
- Three to five years of professional experience in an office environment
- Bachelor degree preferred
- Knowledge of Outlook, Word and Excel
- Experience working with complex database systems
- Evangelical Christian commitment and lifestyle consistent with the University’s mission as described in our Statement of Faith
- Candidates should value an environment that reflects the diversity of God’s kingdom, engages in global concerns and connects culturally

WORKING CONDITIONS: traditional work environment with occasional evening and weekend hours. Must be capable of lifting 30 lbs.

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Corban University is a private, co-educational, university of liberal arts, ministry and professional studies with a mission to educate Christians who will make a difference in the world for Jesus Christ. All employees are expected to model servant leadership to customers, including other employees, students and the public. Corban values and encourages qualified applicants who are diverse in gender, generation, ethnicity, race and/or ability, and seeks candidates who will interact with the Corban community in a way that reflects a commitment to cultural proficiency. Where permitted by law and consistent with the school’s history, mission and core values, Corban exercises religious preference throughout the University. Candidates must have a personal relationship with Jesus Christ, evidence a mature Christian faith and be an active member in a local church as outlined in the Employee Handbook.

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To Apply

Interested Candidates please submit the following:
- A cover letter of expressed interest
- Resume
- Brief testimony
- Completed Corban staff application (found on our website: www.corban.edu/employment)

Send or email (email preferred) to:
Corban University
Department of Human Resources
5000 Deer Park Drive SE
Salem, OR  97317
jobs@corban.edu
FAX: 503.585.4316