Event Reservations Coordinator
Campus Recreation, University of Illinois at Urbana-Champaign

Applications are now being accepted for an Event Reservations Coordinator for Campus Recreation at the University of Illinois at Urbana-Champaign. The Event Reservations Coordinator is a valuable member of the Campus Recreation team of professionals who provide recreational opportunities to a community of over 40,000 students and 10,000 faculty/staff of the University of Illinois at Urbana-Champaign. This position reports directly to the Assistant Director over Aquatics and Facility/Event Scheduling and is supervision of facility and event scheduling, including the supervision of event management part-time staff. Works closely with the Assistant Director to create a cohesive and organized Events and Facility Scheduling program.

We are seeking individuals with diverse backgrounds who can help create foster communities that strive toward the mission of providing “A place for everyone.” This includes supporting the academic mission of the University by developing environments conducive to student learning and academic success, respecting, appreciating and advocating for the diversity of our student population, and supporting the holistic development of all our students. The diversity of our campus student population includes over 44,000 students: 5% African-American, 8% Latino/a, 14% Asian-American, 13% Native American, 2% Multiracial and 22% International.

DUTIES & RESPONSIBILITIES:

1. Hire, train, supervise and evaluate all Event Staff including: Graduate Assistants, Program Assistants, Event Managers, Event Assistants, and Event Techs.
   a. Determine staffing needs and hire qualified candidates based upon certifications, experience, skills and ability to contribute to the diverse needs of the University of Illinois and Campus Recreation
   b. Hire, train, supervise, and evaluate part-time employees that oversee facility events. Ensure that employees are well-versed in Campus Recreation policies and procedures.
   c. Evaluate personnel via random shift audits and observations from professional and leadership staff.
   d. Prioritize tasks and assign/delegate duties to part-time employees in all pre- and post- preparation associated with the events
   e. Supervise and assist in the development of student staff via the varied Events and Facility programs. Provide direct supervision to the Graduate Assistant for Events and Facility Planning including support for the coordination of participating groups/organizations including recommendations for enhancements.

2. Oversee all aspects of facility and event reservations for Campus Recreation including 500,000 square feet of indoor space and 40+ acres of outdoor playfields.
   a. Review and approve all reservation/event requests for indoor and outdoor space for both internal and external groups.
b. Develop priority reservations based on established department standards. Make recommendations for standards as needed.

c. Develop, maintain and assist in the management of facility use agreements for over 500+ rentals annually to ensure requests follow all University guidelines for events.

d. Serve as a resource to groups planning events by arranging for services and directing groups to appropriate vendors.

e. Ensure groups follow department and University polices including but not limited to, Protection of Minors, Insurance and Approved Vendors.

f. Schedule all requests utilizing department IT systems and software.

3. Efficiently and effectively communicate with all external groups regarding events, rental policies and space availability.

4. Work collaboratively with all operations and programming staff to plan facility usage, staff coverage and set up.

   a. Direct information regarding logistics, including set up, tear down, IT, staffing and special needs of events/space requests to appropriate staff for execution to ensure seamless event execution.

   b. Utilize scheduling software and room diagramming software to create and maintain efficiency with reservation and billing processes.

5. Enforce and maintain Campus Recreation policies and procedures as they pertain to usage of facilities on campus.

6. Oversee purchase, inventory and maintenance plans of equipment (sporting equipment, tables, chairs, linens, etc) utilized by rental groups.

   a. Research trends and industry standards for event related equipment and make recommendations for replacement and purchase of new equipment.

7. In conjunction with the Assistant Director, evaluate all aspects of the events and facility scheduling program and make recommendations in the areas of risk management; policy creation and revenue generation.

8. Track and Compile information and data in conjunction with monthly, mid-year and yearly reports. Including, but not limited to, Federal Work Study information, diverse student hires, and space usage and allocation. Utilize information to develop policies, procedures and strategic goals for Event Reservations for Campus Recreation.

9. Participate in the development of programs, departmental objectives and long-range planning, by performing research, providing recommendations and implementing plans as appropriate.

10. Serve on Department and/or University committees as assigned.

11. Design and implement special projects that support the overall mission of Campus Recreation.

MINIMUM EDUCATION AND WORK EXPERIENCE:
Master’s Degree with a degree date of June 2016 or earlier. One year of experience in events or facility planning.

ADDITIONAL PREFERRED EDUCATION AND WORK EXPERIENCE:

1. Master’s Degree in Recreation, Sports, Facility Management, Applied Health Sciences or relevant field.

2. Previous experience supervising staff, including hiring, training and evaluation.
3. Strong written and verbal skills and an ability to establish and maintain effective working relationships with other employees, faculty, staff, students and community patrons.
4. Ability to determine the needs of the Events and Facility Scheduling program and make sound field judgments to ensure that a reasonable level of safety is achieved.
5. Ability to manage multiple priorities and meet project review deadlines.
6. Prior experience working with students including those with vision, hearing, and physical disabilities
7. Strong commitment to diversity and developing a comprehensive understanding of the needs of diverse student and user groups.

This is a full-time, 12-month position. Salary is commensurate with experience, and includes an excellent benefits package. The start date is as soon as possible after the close date or negotiable.

For full consideration, create your candidate profile at http://jobs.illinois.edu and upload a cover letter, resume and contact information for three professional references by April 10, 2016. Please contact a staff member of Campus Recreation at dcr-humanresources@illinois.edu with any questions you may have.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

Illinois is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as a qualified individual with a disability, or criminal conviction history. Illinois welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity. (www.inclusiveillinois.illinois.edu).