

As Emporia State focuses on changing the lives of students, we are experiencing a sense of excitement and expectation for the future! We are actively seeking an energetic, positive, self-driven, organized individual to fill a full-time Events Coordinator with our [Admissions](#) team. This position will be based out of Emporia, KS. This position works year-round, and is eligible for a comprehensive [benefits](#) package including paid vacation, 403b retirement, tuition assistance, and much more.

The Events Coordinator will organize Daily Campus visits, Group Visit Programs, all large-scale recruitment events such as Black and Gold Visit Days, Diversity Leadership Summit, New Hornet Kickoff, etc. This position will coordinate with University Copy Center, Union Services, Sodexo, and Marketing on Visit and event details and materials.

In addition to organizing campus events and events, the Events Coordinator will establish communication plan for campus visits and recruitment events, manage event registrations through CRM, and campus partnerships.

Applicants must possess Outstanding oral and written communication skills and interpersonal skills. Strong organizational skills, ability to prioritize, critical thinking assessment are essential. The ability to provide excellent customer services while working collaboratively and effectively with diverse groups including students, faculty, administrators and external service providers is essential.

The preferred deadline for applications is Friday, November 30th.

**Minimum qualifications:**

-Bachelor's degree and two years of experience working with college students.

Qualified candidates should submit (1) a letter of interest that describes how their experiences match the position's responsibilities; (2) a detailed resume or vita; and (3) the names, addresses, email addresses, and telephone numbers of three professional references; (4) transcripts. Incomplete applications are not accepted.

A background check is required.

**Apply at** <https://bit.ly/3TvhkLX>

Emporia State University is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to age, race, color, national origin, ethnicity, religion, gender, sex, gender identity, gender expression, marital status, parental status, sexual orientation, genetic information, status as an individual with a disability, status as a protected veteran, or any other factors which cannot be considered by law.