

Creighton UNIVERSITY

Division of Student Life

Campus Recreation and Wellness

Job Title: Event Coordinator
Wage/Salary: \$9.00/hr
Days/Hours: Monday-Sunday, flexible hours (10 hrs/week expected, including nights and weekends)
Location: Campus Recreation & Wellness, Creighton University, Omaha, NE
How to Apply: E-mail resume and cover letter to contact listed below
Start Date: August 2017 (Flexible)

Dept. Description: The Department of Campus Recreation & Wellness contributes to a positive Creighton University experience by supporting healthy life styles through quality programs, services and facilities. Our principles include:

- Develop Students - We develop life and leadership skills for student employees and participants.
- Build Community - We create an environment that is fun, inclusive and rewarding for the university and our surrounding community.
- Encourage Wellness - We offer a wide range of opportunities that promote life-long health and well-being.
- Quality Facilities - We provide safe, clean and accessible facilities.

Job Description: This position will coordinate all aspects of events in the Fitness Centers. This includes:

- Events include but are not limited to WELLFest, Welcome Week, camps, tournaments, philanthropy events, etc.
- Liaison between Campus Recreation and other departments on campus such as Athletics, Sodexo, Central Reservations, etc.
- Liaison between Campus Recreation and outside vendors
- Manage equipment for events such as audio systems, floor covers, staging, tables and chairs
- Responding to clients and vendors in a timely manner

Qualifications: This ideal candidate for this position will be a current undergraduate student at Creighton University who has:

- Knowledge of Microsoft Office and other software applications
- Strong attention to detail and organizational skills
- Strong communication skills (phone, email, etc.)
- Interest in recreation and wellness programming and hosting events

While it's not required, this position would be ideally suited for students who are seeking to one day work in higher education, marketing, media management, or related journalism fields.

Contact: E-mail resume and cover letter to:

Steve Woita
Director of Campus Recreation & Wellness
Creighton University
402.280.1719 (office)
swoita@creighton.edu