BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Scheduling and Facilities Planner

DEPARTMENT: Human Resources

FUNCTION: Serves as a liaison with internal units and external constituents, assist in developing, coordinating, implementing, and overseeing events and public functions. Maintains College scheduling and website calendars.

REPORTS TO: Managing Director of Events Planning

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:
1. Assists with event planning and execution for internal and external groups using or leasing any of the College’s facilities; schedules walk-throughs with clients and indicated department representatives for large scale or unusual events and ensures a clear understanding of site use and requirements; assists with proposed agreement letters and related administrative tasks.
2. Collaborates with key stakeholders on all events, including commencements, honors and awards dinners, faculty meetings, alumni events and other activities.
3. Assists in the coordination of event preparation activities with Public Relations to arrange media coverage, promote approved marketing messages, and design and create marketing materials and event programs.
4. Assists with the preparation of anticipated cost projections, work orders, food requisitions, AV requests, and all appropriate paperwork; coordinates all details with the Scheduling Office, Buildings and Grounds, Public Safety, Media Technologies and Food Vendor.
5. Provides event coverage as warranted, including evenings and weekends.
6. Maintains College events calendar and assists with long term planning and effective event management.
7. Performs additional tasks or duties as assigned by the Managing Director of Event Planning or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:
- Communication
- Customer and Student Focus
• Building Relationships
• Organizing
• Planning

**Education:** High School Diploma required; Associates or Bachelor’s Degree preferred

**Experience:** Minimum of 1 year of administrative experience required; classroom and general facility assignment experience preferred

*Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.*

Submitted by: _____________________ Date: ____________
Name/Title

Approved by: _____________________ Date: ____________
Name/Title

Reviewed by: _____________________ Date: ____________
Human Resources

Board Approval: _____________________ Date: ____________
Board Approval

**THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE**