



Position Description

Department: Conference, Special Events & University Logistics
Position: School Year - Special Events Assistant

Last Updated: February 18, 2022
By: Meggin R. Capers

I. Position Summary:

Special Events Assistant, reporting to the Conference Director, is responsible for a variety of general office & event functions.

II. Position Responsibilities:

General Office Work

1. Answering phones
2. Taking messages and transferring calls
3. Transcription
4. Copying, Filing, Mailing, & General Data Entry
5. Campus deliveries

Conference Office

1. Being proactive with duties
2. Organizing files for Summer Conferences
3. Processing payments and purchase orders
4. Helping with Conference functions when needed

Scheduling & Event Logistics Office

1. Data Entry
2. Printing, Copying, Laminating
3. Directing those who inquire about how to request a space
4. Working Ad Astra
5. Filing
6. Set ups, including moving tables, chairs, staging, pipe & drape
7. Sign creation and deployment

Special Events Office

1. Working and Assist in facilitating the logistics of Convocation
2. Working and Assist in facilitating the logistics of all Campus Wide Special Events
3. Assisting with individual Department Special Events
4. Working and Assist in facilitating the logistics of Spring Commencements

III. Qualifications:

1. A servant-leader committed to the mission of Eastern University.
2. Seeking experience in business, communications, event facilitation, and customer relations.
3. A problem solver with a positive attitude.
4. Organized, attentive to detail with strong follow-through.
5. Experienced in Microsoft Office, knowledgeable of the Internet, willingness to learn other programs.
6. Ability to lift 25 lbs and climb a ladder.

School Year - Special Events Assistant

APPLICATION FOR EMPLOYMENT

If you need help filling out this Application for Employment, please contact Conference Services. Eastern University does not discriminate on the basis of race, creed, color, national origin, sex, age, disability, handicap, marital status, or any other applicable legally protected category. Eastern University is an equal opportunity employer. No questions on this Application are intended to secure information to be used for any discrimination prohibited by applicable law.

PLEASE PRINT OR TYPE

Name (Last, First, MI)	Student ID Number
Home Address-Street	Cell Phone
City/State/ Zip	E-Mail
Do you currently live on campus? <input type="checkbox"/> YES <input type="checkbox"/> NO	Anticipated Graduation Date
Do you plan on living on campus in the Fall?	Are you eligible for Federal Work Study? <input type="checkbox"/> YES <input type="checkbox"/> NO

If hired, can you present evidence of your US citizenship or proof of your legal right to work in the USA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you willing to work EVENINGS, EARLY MORNINGS, SATURDAYS, SUNDAYS and HOLIDAYS?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have a State issued driver's license?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have an Eastern University van driver's license?	<input type="checkbox"/> YES <input type="checkbox"/> NO

EDUCATION

School Type	Name of Institution	Course of Study	No. of Years	Degree/Diploma?
HIGH SCHOOL				
COLLEGE				
OTHER				

PREVIOUS EMPLOYMENT RECORD

Company Name	City and State
Telephone Number	Start Date:
Reason for Leaving	End Date:
Company Name	City and State
Telephone Number	Start Date:
Reason for Leaving	End Date:
Company Name	City and State
Telephone Number	Start Date:
Reason for Leaving	End Date:
Are you currently employed? <input type="checkbox"/> YES <input type="checkbox"/> NO	May we call your present employer? <input type="checkbox"/> YES <input type="checkbox"/> NO

REFERENCES

Please include at least one Eastern University Faculty/Staff member

Name of Reference	Relationship
Title	Company
Phone Number	Email Address
Name of Reference	Relationship
Title	Company
Phone Number	Email Address
Name of Reference	Relationship
Title	Company
Phone Number	Email Address

RELEASE AND AUTHORIZATION TO CHECK APLICANTS CREDENTIALS

I authorize Eastern University to perform all checks of my credentials and background as allowed by law, including, but not limited to, discussions with present and/or former supervisors, co-workers, friends, business associations, Student Development, and/or other individuals that Eastern University, in its sole discretion, believes may have relevant information regarding my suitability for employment.

I also authorize such other investigation as Eastern University and/or its agents and consumer reporting bureaus to verify any of this information. I authorize all former employers, persons, schools, companies, and law enforcement authorities to release any information concerning my background, and I release all said persons, schools, companies, employers and law enforcement authorities from all liability for any damage whatsoever for issuing this information.

DATE: _____ APPLICANT'S NAME: (print) _____

APPLICANT'S SIGNATURE: _____

STATEMENT

Eastern University is a drug-free workplace. I understand that the use, possession, distribution, purchase or sale of illegal drugs and the illegal use of drugs is prohibited during employment by Eastern University. I also understand that the use of alcohol or being under the influence of alcohol while at work is also prohibited. If Eastern University requires, I am willing to submit to drug testing to detect use of illegal drugs or the illegal use of drugs prior to and/or during (if I am hired) employment. I am also willing to submit to alcohol testing.

I certify that the facts contained in this application are true. I understand that only Conference Services has any authority to make any agreement with me for any specified period of time or to guarantee job-related terms or benefits. I understand that this entire statement (both paragraphs) applies to the period before and after I may become employed. I acknowledge that I have read and understand each of the above two paragraphs (including this paragraph) as well as the entire Application form.

DATE: _____ APPLICANT'S NAME: (print) _____

APPLICANT'S SIGNATURE: _____

Please briefly answer each of the following questions.

1. Why do you want to work in the Conferences Office?

2. What qualifications do you have to work in an office environment?

3. Please indicate two or three employment or volunteer experiences you have had which may enhance your ability as an office worker.

4. What are three of your strengths?

5. What are two of your weaknesses, how do you address them?

6. Is there anything else you would like us to know about you?

7. Please include the times you would be available to have a zoom interview.

() I have read and understand the attached job description.

Signature of applicant: _____ Date: _____



**E A S T E R N
U N I V E R S I T Y**

Conferences

(610) 341-5999

Thank you for applying, we look forward to
meeting you.

Please return application to
Conferences & Special Events Office.

For questions, please contact Efram Harkins at
(610) 341-5999 or wharkins@eastern.edu