

YUBA COMMUNITY COLLEGE DISTRICT

TITLE Special Events and Recruitment Lead (Professional Expert - Temporary)
LOCATION Woodland Community College
HOURLY RATE \$20.00

SCOPE OF WORK: Under the direction of the assigned administrator, the Special Events and Recruitment Lead will serve as the liaison for programming, events and recruitment logistics. This role involves working with both internal and external partners to ensure successful event planning and execution.

DUTIES:

- Collaborates with a variety of YCCD staff and external partners as part of event planning.
- Assist with coordinating/facilitation of meetings, developing agendas, submitting proper documentation for use of space at YCCD-Woodland Community College.
- Provide regular updates and reports to the assigned administrator on the progress of special projects and events.
- Address and resolve any logistical issues related to the planning and execution of events.
- Offer on-site support during events to ensure smooth operations.
- Assist in developing departmental in-service programs and activities to promote education, develop awareness of participants' needs and improve communications; conduct workshops and training sessions.
- Represents and promotes organization to potential students by providing information, responding to questions, and collecting student data.
- Assist in gathering the supporting paperwork needed for program eligibility and operational program assessments.
- Review, analyze and process applications and make decisions regarding eligibility status.

KNOWLEDGE OF Specialized knowledge, in event planning and logistics.
Expertise in event schematics, use of spaces, equipment.
Experience leading campus events, specifically logistics: set up, purchasing, and inventory control.

ABILITY TO To research new ideas for programs and activities, taking into consideration participants' suggestions.
Communicate effectively both orally and in writing, establish and maintain effective working relationships with others.
Conducts participant related research and assists team with electronic and other methods of sourcing qualified candidates.
Assists with identifying issues affecting recruitment and implementing recruitment activities to continuously improve the process.
Ability to read a variety of materials.
Ability to work independently with minimal supervision.
Ability to communicate and collaborate with a diverse population, including a variety of constituencies.

MINIMUM QUALIFICATIONS Enrolled at a college institution or have graduated with a post secondary degree.
1 year experience working within the field of recruitment and event planning and logistics.

ENVIRONMENT Variety of environmental conditions at work sites; injury due to awkward positions, and prolonged computer work; flexible schedule, position may

require some evenings and weekends.

**PHYSICAL
ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard, sitting and/or standing for extended periods of time, and lifting light to medium weight objects incidental to assigned tasks.