



McINTIRE SCHOOL *of* COMMERCE FOUNDATION

The McIntire School of Commerce at the University of Virginia is seeking an **Events Assistant** to provide event planning and support services from event conception to execution; the individual will be responsible for reserving space, ordering food and other supplies, handling travel arrangements, communicating a variety of stakeholders including faculty, staff, students, external clients, and special guests, and preparing meeting materials, etc.

The incumbent will function as part of a larger team and undertake various responsibilities that will require professionalism, collaboration, initiative, a high level of attention to detail, and discretion in handling confidential and sensitive information. The Events Assistant is both process- and product-oriented, can refine and iterate on existing protocols, plans, and partnerships to improve outcomes to deliver top-quality, concierge-level service to partners, constituents, and donors.

This is an excellent opportunity for an individual seeking professional growth in an often fast-paced and nuanced organization.

Specific duties of the position will include:

- Prepare event materials, including nametags, name tents, handouts, giveaways, etc.
- Order catering and other vendor services, coordinate deliveries (at both on and off Grounds venues) and oversee catering installation/clean up as required.
- Provide on-site and off-site management of events, ensuring smooth execution, coordination of on-site staffing, transportation, accommodations, and troubleshooting as necessary.
- Contact guest speakers and visiting faculty to assist with travel planning and reimbursements.
- Coordinate with speakers and guests to collect bios, headshots, and media release forms.
- Schedule recurring and ad hoc meetings upon request, including polling availability, sending calendar invites, scheduling Zoom meetings, and taking meeting minutes.
- Provide administrative and travel support for Center faculty and staff upon request.
- Draft event descriptions and submit to McIntire & UVA calendars, newsletters, listservs, and stakeholders upon request.
- Prepare briefing documents for McIntire Dean's office and Center faculty and staff to review ahead of signature and tier 1 Center events (training provided).
- Utilize specialized technology, including UVA's CRM, event management and communications platforms, and reporting systems.
- Monitor evolving University policies, rules, and regulations and ensure events comply.
- Other support for events and projects as assigned.

Required Education and Experience:

- Applicants must have a high school diploma with at least five years of relevant experience; Associate's or Bachelor's degree may substitute for two years of event experience. Preference will be given to applicants with a degree.
- Highly communicative – expected to respond and engage with executive level administrators, donors, alumni, faculty, staff, students, and special guests promptly and accurately;
- Ability to work independently and as part of a team;
- Self-motivated, detail-oriented, proactive, collegial, collaborative, and willing to learn;

- Extremely attentive to details;
- Capable of drafting professional written correspondence;
- Highly organized with the ability to prioritize multiple requests and ongoing projects;
- Ability to be flexible with confronted with changing priorities;
- Flexibility of schedule – expected to support events during the peak of spring and fall semesters (likely 1-2 per month), some of which will be morning or evening events;
- Understanding of protocol, discretion, and confidentiality;
- Ability to travel occasionally if needed to support events and conferences.

Technology savvy, proficient in MS Office (Word, Excel, PowerPoint), Outlook, Eventbrite, Teams, and Canva.

Salary Range:

\$45,000 - \$55,000

Application Process

Interested applicants should email resume and cover letter to Brandy Amos, Human Resources Manager, at bamos@virginia.edu. The position is open until filled. The McIntire School of Commerce Foundation is an Equal Opportunity Employer.

The University of Virginia, including the McIntire School and the McIntire Foundation, are fundamentally committed to the diversity of our faculty and staff. We believe diversity is excellence, expressing itself through every person's perspective and experiences. We are equal opportunity and affirmative action employers.