

Carnegie Mellon University

Conference & Event Services

Event Liaison

Job Description:

The incumbent will be responsible for assisting the Conference & Event Services (CES) professional staff with confirming event logistics and set-ups for employer information sessions and other events coordinated by CES. The liaison role is critical to the success of the information sessions/events and delivering a high level of customer service reflecting positively on the university and the CES department. Duties will include, but not limited to; delivery of packages to the event spaces/classrooms where the sessions/events are held, confirming spaces are unlocked and orderly, verifying the set-ups for catering & media technology and providing wireless guest account information. The CES liaison will interact with the recruiters conducting the information sessions/events if questions arise. In addition, troubleshooting items that need to be addressed in order for the event to be successful. Candidates must be punctual, work well with others, have excellent verbal and non-verbal communication skills, present self in a professional manner, and handle multiple assignments at any given time. The ability to work independently and demonstrating initiative is critical in this position.

Desired Job Qualifications:

- Strong commitment to customer service; previous experience preferred
- Professional demeanor and appearance at all times
- Strong oral and written communication skills
- Enthusiastic to complete all tasks
- Knowledge of the Carnegie Mellon University campus and the surrounding areas
- Self-motivated, self-confident, dependable and resourceful
- Adaptable and able to problem-solve independently

Requirements:

- Must be a Carnegie Mellon University student
- Must be in good disciplinary standing with the university
- Must be available 5-10 hours per week to include evenings and weekends
- Applicants must be able to lift 25 lbs. and able to use a dolly to deliver various items to event rooms
- Attend all training sessions

Employment Term:

The position will begin approximately January 22, 2024 and will conclude no later than May 3, 2024.

Compensation:

Event Liaisons will be compensated at the hourly rate of \$10.00.

Schedule:

The work schedule will be dependent upon the demand of the information sessions. It is understood that these demands cannot be easily translated into specific hours worked per day/week. Weekend and evening hours will be required.

Any questions about the position can be directed to Chelsea Skinner (cskinner@andrew.cmu.edu).

Priority consideration will be given for applications received by **Friday, January 5, 2024.**

[CLICK HERE TO APPLY](#)