NOTICE OF POSITION OPENING  (8/9/06)

Job Title: College Relations Administrative Assistant and Special Events Associate  
Department: College Relations  
Date Open: Immediately

This is a full-time professional position.

Purpose of this Position:
This position exists to assist in the day-to-day operation of the Office of College Relations, to help expedite the many diverse event plans, and to present Carleton in the best light possible to the campus and to external constituencies. The person holding this position reports to the Associate Vice President for External Relations and is expected to work cooperatively with the Director of Events to ensure the smooth completion of a variety of major events on and off campus.

Responsibilities:
- Provide administrative support for the Associate Vice President for External Relations, including scheduling appointments, monitoring departmental budgets, proofreading and editing correspondence, and maintaining and organizing office files.
- Hire and supervise student assistants.
- Send flowers, gifts, and cards to employees on occasions of family births and deaths.
- Oversee the operation of the Alumni Guest House by serving as reservation agent for the guest rooms, distributing keys and providing guest room information, coordinating with custodial services and security, supervising the guest house manager, managing the AGH budget, and sending a quarterly department charges billing report.
- Oversee the program for hosting weddings on campus, working directly with the bride and groom and coordinating arrangements for the facilities, technical support, and catering, as well as billing.
- Assist the Director of Events in planning, implementing, and hosting a variety of special, time specific events in the life of the College, including donor cultivation events, ground breaking ceremonies, building dedications, and other public events.
- Set and monitor protocols and serve as host for various public and private events, which includes preparation of guest lists and invitations, tracking RSVPs and attendance, on on-site duties as needed to create high caliber events for the College.
- Create name tags for weekly convocation luncheon guests and attend each lunch to greet and direct guests.
- Prepare Family Weekend information and oversee the weekend hospitality area.
- Coordinate the formation of the mailing list for the President’s holiday greeting cards and invitations to the holiday reception for community leaders.
- Manage arrangements for the annual Employee Recognition Celebration, including the purchase of gifts and the production of invitations, printed programs, and name tags.
- Arrange travel, meals, and accommodations for Honorary Degree recipients and their guests. Order academic hoods and diplomas for honorary degree recipients.
- Prepare name tags for Trustees meetings and assist staff in the president’s office as needed.
- Arrange for disability accommodations for public events if needed.
- Perform other duties as assigned by the Associate Vice President for External Relations or the Director of Events.
**Minimum Qualifications:**

*Required:*
- Bachelors degree or equivalent experience.
- Excellent interpersonal and writing skills.
- Positive team member who can also work well independently.
- Able to manage multiple projects simultaneously.
- Flexible and creative.
- Working familiarity with the Internet.
- Proficient in Microsoft Word and Excel.
- Willingness to work evenings and weekends when necessary.
- Personal commitment to the goals of a liberal arts education.

*Preferred:*
- Experience in events planning and public relations.

*If interested, please send a letter of interest (including where you learned about this position), résumé, and three references complete with address, email, and phone numbers to Carleton College, Human Resources, One North College Street, Northfield, MN 55057. Visit our web site at [www.carleton.edu](http://www.carleton.edu). Carleton College is an equal opportunity employer committed to excellence through diversity.*