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Job Description

CAS Event Coordinator - 08555

University Staff

Description

The Center for Asian Studies (CAS) is an interdisciplinary organization located on the Boulder campus of the University of Colorado that brings together faculty, students, and community members to encourage and support Asian scholarship across disciplinary and college boundaries. CAS organizes events, supports research and teaching, and acts as a key resource for students and scholars with an interest in Asian Studies. The Center's area of focus encompasses all of Asia, from China and Japan to the countries of the Middle East.

The CAS Event Coordinator is primarily responsible for planning CAS speaker and event programming. This includes acting as a liaison between CAS and CU faculty members, campus departments such as UMC Event Planning, Academic Scheduling, the International Tax Specialist, etc.; making travel arrangements; reserving event venues; publicity; and communicating with visiting lecturers before and after their visits. Other responsibilities include serving as the receptionist for the Center, providing office support to

other staff members, research and data collection for grant proposals and reports, and active participation in CAS social media efforts.

What your key responsibilities will be:

Coordination of CAS speaker series, annual CAS Symposium, CAS luncheon series, and other community outreach:

- Primary staff member responsible for maintaining strong working relationships with CU faculty event hosts, visiting scholars, and members of the broader Denver-Boulder community (as both presenters and audience members for CAS events).
- As the CAS Event Coordinator will be the first person that many visitors to campus work with, it is vitally important that the person in this position is able to represent CU and CAS professionally, through clear and reliable communication, foresight and proactive efforts to avoid possible problems, and design and implementation of systems that ensure necessary procedures are followed.
- Act as liaison with other campus entities such as the Procurement Service Center, Office of Information Technology, Risk Management, Campus Alcohol Agent, Facilities Management, CU Police Department, Parking and Transportation Services, other academic departments, UMC Event Planning, Academic Scheduling, and the International Tax Specialist as necessary for planning on-campus events. Duties include travel logistics such as hotel and air ticket reservations, paperwork required for travel reimbursement and honoraria payments, and ground transportation.
- Responsible for designing appropriate publicity plans for each event, with consideration of the target audience and how best to reach that audience. For events targeted at the broader community, this will include outreach to related community organizations and revised messaging to meet their needs. Publicity plans will be carried out by the Graduate Research Assistant under the Event Coordinator's supervision and by the Event Coordinator directly.
- Coordinates filming of selected events and supervises Videography Intern as needed.

Social Media and Web Communications

- For event publicity and other communications outreach, this position generates content for the CAS website and blog, Facebook, and other social media platforms, and works with the CAS Graduate Research Assistant to schedule and post

content multiple times per week.

Research and Data Collection for Grant Proposals and Reports:

- Many of the Center's activities are carried out with grant funding from federal agencies, private foundations, and other sources; as a result, all staff members are involved in various aspects of researching grant opportunities, providing data for inclusion in grant proposals, and reporting on grant activities.

Clerical/office Support:

- The CAS Event Coordinator is the front office support person for the Center, a role that advances the academic, outreach, and curricular mission of CAS, and includes answering the main phone line; greeting faculty, student, and community visitors to the office; maintenance of office supply inventory; and other duties as assigned. \

What you should know:

- This position is at 75% time, or 6 hours per day.

What we can offer:

We can offer an annual salary of \$30,000.00. The University of Colorado offers [excellent benefits](#), including medical, dental, retirement, paid time off, tuition benefit and ECO Pass. The University of Colorado Boulder is one of the largest employers in Boulder County and offers an inspiring higher education environment. Learn more about the [University of Colorado Boulder](#).

Be creative. Be inspired. Be visionary. Be Boulder.

Qualifications

What we require:

- A Bachelor of Arts degree or equivalent experience is required.
 - Preference is for an applicant who has a degree in Asian languages or cultures or a significant background in Asian Studies; applicants whose degree is in another field must have equivalent experience relating to Asia.
- Minimum of 2 years of administrative and/or event planning experience is required.

What we'd like you to have:

- Master's degree in Asian studies or related field.

- Demonstrated working knowledge of an Asian language and significant experience studying, living, or working in Asia.
- One year of budget management experience.
- Event planning experience in higher education or an academic setting.

Preferred qualifications may be used to further reduce the pool of applicants to those who are most highly qualified.

Special Instructions to Applicants: Please apply by March 13, 2017

If you have technical difficulties submitting application information, please contact the CU Careers help desk at cucareershelp@cu.edu. All other job related inquiries should be directed to the posting contact for this posting.

Application Materials Required: Cover Letter, Resume/CV

Application Materials Instructions: To apply, please submit the following materials to this posting at www.cu.edu/cu-careers:

1. A current resume.
2. A cover letter that specifically addresses the job requirements and outlines qualifications.

Please combine materials into one document and upload as titled: Last-First-Job Number.

*Please do **not** upload references at this time.*

Job Category External Relations

Primary Location Boulder

Department: B0001 -- Boulder Campus - 10762 - Center for Asian Studies

Schedule Full-time

Posting Date Feb 27, 2017, 1:41:51 PM

Closing Date Mar 13, 2017

Posting Contact Name: Boulder Campus Human Resources

Posting Contact Email: HRESmail@colorado.edu

Position Number: 00690007

The University of Colorado does not discriminate on the basis of race, color, national origin, sex, age, pregnancy, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy. All qualified individuals are encouraged to apply.

Click [here](#) for a list of ADA and Title IX coordinators. To view the Regent policy, please click [here](#). This organization participates in [E-Verify](#). We will provide the Social Security Administration and, if necessary, the Department of Homeland Security, with information from each employee's I-9 form to confirm work authorization.