

Established in 1915, Webster is a Non-Profit, US-Accredited University, with its main campus in St Louis and international campuses in Europe, Asia and Africa. Founded in 1978, our Geneva campus offers Graduate and Undergraduate degrees, and hosts students from more than 90 nationalities. Webster University is committed to diversity and to student success.

Webster University is accredited since 1925 by the Higher Learning Commission. For more details:
<http://www.webster.ch/>

Webster University Geneva is recruiting for:

Events Coordinator

Ideal start date: September 30, 2017

Full time

1/ Position overview

Webster University Geneva is seeking applicants for an Events Coordinator position. The position is based at Webster University Geneva, Switzerland. The successful candidate must have demonstrated excellence in event organization as well as advanced communication skills, as well as the motivation to work in an internationally diverse academic context.

The position calls for someone with in-depth knowledge and experience in the conceptualization and preparation of events, and the ability to lead communications. The incumbent should have the capacity to collaborate with internal constituents and to negotiate terms with external partners or vendors. She or he will be asked to interact intensively with professors and students as well as the local community, and will ultimately be accountable for the successful execution of events designed to gain visibility for the institution on a range of topics.

2/ Essential duties and responsibilities

- Oversee planning, logistics and coordination of Webster University events
- Manage, monitor and improve event management processes, in line with needs of internal/external client constraints and institutional objectives
- Manage and optimize the use of databases and contact lists (CRM functions for invitations, digital communications, and outreach) and collaborate across departments to enhance event awareness and institutional visibility
- Develop external partnerships with targeted organizations to facilitate their use of Webster facilities
- Serve as liaison for event communications, working across campus (academic departments, student affairs, career services, alumni, facilities and catering) to ensure event success
- Work efficiently on multiple events concurrently; maintain reliable relationships during busy and/or intense periods; manage expectations and respond to needs with a client service approach
- Manages and monitors event budgets; reviews events and generates activity reports

3/ Qualifications and expertise

- Master's degree or prior equivalent relevant training (event manager/hospitality/communications) preferred
- Over 5 years' experience in a similar position and environment
- Fluency in English and French (preferred) with excellent writing skills
- A proven ability to lead projects successfully and manage both event logistics and communications

How to apply?

Please send your application (curriculum vitae, a cover letter, and three contact details for references) to the Human Resources Director – the HR department at: Geneva.HR@webster.ch. The deadline for submitting applications is **August 31st, 2017**. Applications will start to be examined before then.