

NOTICE OF OPEN POSITION

Position: Technical Assistant
Department: Conference and Event Services
Reports to: Director of Conference and Event Services

Responsibilities:

The Technical Assistant for Conference and Event Services is responsible for supporting the university conference and event program. The position plays an integral role with all events at Reardon Auditorium as well as other non-academic, non-athletic events across campus.

Primary responsibilities include, but are not limited to:

1. Share responsibility in coordinating tech needs for some events at Reardon or other locations on campus.
 - a. Communicate with event leaders to prepare for and facilitate events.
 - b. Coordinate scheduling student staff and crew for events.
 - c. Arrange for any outside equipment needed.
 - d. Submit work orders for any Physical Plant needs for events.
 - e. Oversee actual event, if advisable and/or needed.
2. Oversee facilitation and running of weekly Chapel services in Reardon.
 - a. Communicate with Campus Ministries personnel to get all information needed for setups, rehearsals and services.
 - b. Communicate with Chapel worship leaders or speakers to get needed prep information.
 - c. Prepare needed information for student tech staff for rehearsals and services.
 - d. Assist in stage setup and operations, if needed.
 - e. Make sure audio recordings are completed and of good quality.
 - f. Follow-up with appropriate personnel or participants on mistakes or glitches during the services.
3. Assist Tech Director in oversight and maintenance of equipment in Reardon.
4. Assist Tech Director in oversight and training of student tech staff or tech crew.

The Department of Conference and Event Services is comprised of a small number of full and part-time staff and a student staff of approximately 35+ students.

Qualifications:

Minimum qualifications include a proven record of success in event management and a minimum of five years of progressively responsible experience in the administration of events or an event venue. Qualifications of the most qualified candidates include superior communication skills; supervisory experience in event management; competency in analyzing event opportunities; understanding of the innovative uses of technology; ability to articulate the mission and values of the institution; and a strong personal faith in Jesus Christ. The university is seeking a candidate with demonstrated openness to interacting with people whose lives have been shaped by cultures different from their own. Must meet university lifestyle expectations.

Benefits: This is a part-time position, not eligible for benefits.

Position Available: Immediately

Qualified and interested candidates should submit a letter of interest, resume and [employment application](#) to staffjobs@anderson.edu. Final candidates are expected to provide an official transcript. Persons with an application on file or qualified university employees may submit a letter of interest to staffjobs@anderson.edu. Current employees are also expected to notify their supervisor of interest in this position.

[Anderson University](#) is on a [mission](#) to educate students for lives of faith and service, offering more than [60 undergraduate majors](#), [30 three-year degrees](#), [20 NCAA Division III intercollegiate sports](#), alongside [adult](#) and [graduate](#) programs. The private, liberal arts institution is fully [accredited](#) and recognized among top colleges for its [business](#), [computer science](#), [cybersecurity](#), [dance](#), [engineering](#), [nursing](#), and [teacher education](#) programs. Anderson University was established in 1917 in Anderson, Indiana, by the [Church of God](#).

AU is an equal opportunity employer. Persons who bring diversity are encouraged to apply. Anderson University complies with federal and state requirements for non-discrimination in employment with regard to sex, age, race, color, disability, and national and ethnic origin.