Job Title: Scheduling/Reservations Coordinator
Job ID: BC9-2018
Location: Brooklyn College Student Center
Full/Part-Time: Full-Time

The Scheduling/Reservations Coordinator reports to the Student Center Director and will be responsible for coordinating and implementing the scheduling and reservation system of the Brooklyn College Student Center. The Coordinator will ensure that all governing policies and procedures are utilized according to the Center’s Business process and communicated to all patrons of the Student Center and campus facilities.

GENERAL DUTIES

Coordinate On-campus and off-campus Event Scheduling

- Manage initial intake information for on and off-campus reservation requests.
- Facilitate building tours for potential clients.
- In consultation with Director and/or Designee, develop and process licensing agreement for off-campus events.
- Assist with the administration of the computerized scheduling software system.
- Manage the reservation intake procedure to maximize customer satisfaction.
- Communicate all reservation requests and changes on a timely basis to respective Student Center service staffs, including maintenance, housekeeping/set-up and information desk staff for posting on directory kiosks.
- Prepare the weekly Event Listing and distribute to key staff personnel on a timely basis.
- Assist with posting Brooklyn College News Network slides/information.
- Assist with student club scheduling on an as need basis
- Perform other related duties as assigned.

QUALIFICATIONS

- Bachelors Degree required, with at least two (2) years’ experience in Student Union or Student Activity operations.
- Some Evening/Weekends may be required
- Knowledge of MS office required, Scheduling software preferred

COMPENSATION

$37,000

HOW TO APPLY

Please email a cover letter, resume and names of three references to:

ConferenceCenter@brooklyn.cuny.edu

CLOSING DATE

Review of applications to begin immediately and will continue until Wednesday, January 23, 2019

Brooklyn College is an Equal Opportunity and Affirmative Action Employer.