Penn Law is one of the nation’s oldest and most distinguished law schools. The School offers a unique approach, incorporating cross-disciplinary legal education and a distinctly collaborative environment that enrich student learning and enhance scholarly depth and breadth. The resulting intellectual opportunities and renowned internal culture make Penn Law an extraordinarily supportive academic community for its scholars and students alike.

Penn Law has a high caliber, extremely productive law faculty. One of Penn Law’s primary opportunities is to bring faculty teaching and research to the forefront of important societal issues, and this is often accomplished by bringing scholars, practitioners, and students to Penn Law for a host of world-class events.

The Events Coordinator is an integral collaborator on important faculty conferences, colloquia, symposia, meetings, and events. The Events Coordinator has responsibility for using technology (currently CVent) to implement these critical faculty events as well as for staffing on-going ad-hocs, lunches, and other faculty meetings. On occasion, perform general faculty support duties.

This role reports to the Manager of Faculty Support Staff and to the Director of Conferences and Events, and is a nine-month, full-time role, with work from mid-August through mid-May each year.

Responsibilities include:

**Staff Faculty Events, Conferences, and Symposia**
In coordination with the Penn Law Events Department, organize and implement all aspects of faculty events (more than 200 per year).

Organize travel and hotel reservations for guests participating in faculty ad-hocs, committees, or presentations.

Serve as a knowledge expert in software designed to implement faculty events (currently CVent). Use technology and software in a variety of capacities to organize and implement events.

Develop and implement systems for making hotel block reservations and individual reservations for attendees at faculty conferences and events.

Staff conferences and symposia; prepare and distribute agendas, invitations, and other materials, publish information to web sites, manage reservation lists, prepare materials for the day of the event.

Staff registration tables and troubleshoot on the day of the event.

Perform event follow up, including running reports, ensuring vendor payments and guest reimbursements.
**Staff Faculty Meetings, Retreats, and Committees**
Order, set up, and clean up daily breakfast and weekly Faculty lunch; order and set up lunch for various faculty committees, receptions, and luncheons. Maintain stock in the faculty lounge (coffee, tea, soft-drinks, milks, etc.); ensure stock replenished at least daily.

Organize supports and catering for faculty meetings.

Support major faculty-wide events, such as the annual Faculty Retreat, end of year dinners, faculty book colloquia, and others as scheduled.

**Respond to General Faculty Requests**
On an as-needed basis, and as time allows (primary responsibility is for Faculty Events), participate in the work of the Faculty Support Staff. Prepare educational materials, charts, graphs, spreadsheets, mailing lists and provide administrative support for exams, grading systems, and other faculty projects.

**Work Cooperatively in a Team Environment**
Approach work in a cooperative and service-oriented manner. Work closely with co-workers to complete tasks well and on time. Share equipment and responsibilities in a sensitive and supportive manner. Understand and participate fully in the work of the team.

**Qualifications:**
BA/BS or equivalent in experience required. 2-4 years of administrative experience required; events planning experience strongly preferred. Ability to work well with others in a service-oriented environment; positive attitude and interest in getting the work of the team done are essential. Must be able to demonstrate ability to prioritize and complete multiple tasks; excellent attention to detail; flexibility. Excellent facility with technological tools including word processing (in a Word Environment), spreadsheets, presentation software, webposting/html, scanning. Must be able to work under pressure with time constraints; occasional need for evening and/or weekend staffing of faculty events.

**TO APPLY:**
Please apply via Penn’s on-line Careers link: [https://www.hr.upenn.edu/PennHR/careers-at-penn](https://www.hr.upenn.edu/PennHR/careers-at-penn)

*The position is anticipated to be posted at Careers at Penn by September 12, 2017.*

The University of Pennsylvania and its Law School are equal opportunity employers.