

Community Graduate Assistantships

Event Coordinator – CNH Reman, LLC

This GA appointment will be for spring, summer, and fall semesters, 2025, with an anticipated start date of February 3, 2025; or soon after. Full-time availability (with no coursework) during summer, 2025, is preferred.

Stipend level is \$6112 (adjusted based on whether full time in summer)

Candidates must be able to provide their own transportation to and from Missouri State Campus and CNH Reman, LLC.

Position Summary:

This position is responsible for the successful planning and execution of a variety of events, from conception to completion. The Graduate Assistant - Event Coordinator will oversee all aspects of event logistics, including venue selection, vendor management, budget control, and guest relations. This role requires strong organizational, communication, and interpersonal skills, as well as the ability to remain calm and collected in a fast-paced environment.

Position Responsibilities:

- Manage event set up, tear down, and follow up
- Establish and maintain vendor relationships
- When needed, book venues, entertainment, and presenters/speakers.
- Manage event staff assignments and delegation
- Manage guest attendance, set event expectations, and give a favorable first impression.
- Identify guest requirements and collect personal information to enhance the guest experience
- Maintain event budget and expenses
- Track and Report KPIs
- Assist in updating and/or creating training materials
- Conduct inspections before and during the event to make sure everything is up to client standards
- Assess event success and submit findings after every event

- Liaise with vendors and stakeholders before and during the event to ensure that the event is successful

Education and/or Experience

- Acceptance into a Graduate Program at Missouri State University
- Skills and Proficiencies
- Superior communication skills.
- Proficient in Microsoft Office Suite or related software.
- Extremely creative and inventive.
- Ability to compile, analyze, and communicate data.
- Organized and detail oriented.
- Excellent interpersonal skills.

How to Apply:

To apply for this Graduate Assistantship position, please complete the application form and be prepared to upload your resume as part of the submission process.

Form: [CNH Reman Event Coordinator Application Form](#)

Once your application is completed and submitted, we will carefully review it. If your qualifications match the requirements for the position, we will reach out to you regarding the next steps in the selection process.