



*The King's University offers an exceptional liberal arts education from a Christian perspective. Located in Edmonton, Alberta, King's serves students from across Canada and around the world. Join a dedicated team who have a desire and common mission to see students grow in a dynamic and nurturing Christian environment. People who love working and succeed at King's serve God gladly, work collaboratively, think creatively, and embrace diversity.*

## **Summer Student - Event Planning**

Full-time, 8-week summer position

### **POSITION SUMMARY**

As a member of a conference services team, you will be required to:

- Assist in all aspects of event planning and organizing, including booking facilities, catering and equipment
- Assist with event set-up and clean-up
- Communicate with clients to identify their needs.
- Attend regular team meetings
- Conduct market research, gather information, identify event opportunities, and generate interest in local tourism and hospitality.
- Cooperate with marketing to promote and publicize events.
- Assist with event functions and troubleshoot any emerging problems on the event day.
- Conduct pre- and post-event evaluations, reporting on results and proposing ideas to improve event services and quality.
- Deliver excellent customer service and implementing event planning best practices.
- Assist in all areas of conference services as needs arise
- Ensure all event details are in compliance with insurance, legal, and health and safety obligations.

### **QUALIFICATIONS**

- Strong interpersonal and customer service skills.
- Excellent oral and written communication skills.
- Ability to learn new concepts and industry trends quickly.
- Self-motivated and willing to pitch in on all tasks.
- Strong critical thinking and problem-solving skills.
- Previous hospitality or customer service experience desirable.
- Excellent computer skills.

This position is funded through Canada Summers Jobs. All applicants must be between the ages of 15 – 30, and be legally entitled to work in Canada

**Apply by submitting a resume and cover letter through our online portal at [kingsu.ca/about-us/careers](https://kingsu.ca/about-us/careers).**

We appreciate all applicants for considering The King's University as a potential employer, however, only those considered for an interview will be contacted.

*The King's University respects, appreciates and encourages diversity. We welcome applications from all qualified individuals including members of visible minorities, Indigenous, First Nations, Metis, and Inuit peoples and persons with disabilities. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.*