Job Title: Event Operations Assistant
Department: Pathways Center - Operations
Position Type: Part-Time, Temporary
Location: Hybrid
Year-round position. Summer availability is required.

Position Summary:
The graduate student marketing and event support assistant will play a vital role in assisting with the planning and execution of various events and marketing initiatives organized by the Pathways Center. This position requires organization and keen attention to detail who can support pre-event tasks, event day coordination, and post-event duties effectively, with a focus on project management.

Key Responsibilities:

Event Preparation and Project Planning:
Assists in preparing for upcoming events with event preparation documentation, project plans, ensuring all necessary materials and supplies are ready and organized.

Event Setup and Support:
Provide hands-on support for event setup, including logistics support, vendor engagement, supply and equipment requests, marketing requirements and other essentials.

Logistics and Inventory Management:
Assist with coordination of inventory control for event-related materials and equipment.

Signage and Presentation:
Coordinate with Pathways marketing lead to ensure adequate event signage including but not limited to ordering, inventorying, creating various check in registration, assessment forms and other documentation/signage as needed.

Linen and Material Maintenance:
Implement project management principles for the maintenance and cleanliness of linens and materials used during events, including transportation to and from dry cleaners when needed.

Special Event Assistance:
Offer specialized project management support for signature events, adapting to unique project requirements and responsibilities as necessary.

Qualifications:

- Enrolled in a graduate program at Emory University.
- Highly organized with exceptional attention to detail, particularly in project management.
- Strong project management, time management, and multitasking skills.
- Excellent communication and teamwork abilities.
- Ability to work flexible hours, including evenings and weekends, as required by event calendar.
- Previous experience in event support or related roles with a project management component is a plus.
- Ability to lift up to 40 lbs

Compensation:
This is a part-time, temporary position with an hourly wage of $20 per hour. The number of hours worked per week will vary based on the department’s event schedule. Minimum 10 – 15 hours per week.