



# Student Position Announcement Central Michigan University University Recreation, Events and Conferences

## Position

Program Coordinator—Events and Conference Services

## Responsibilities

*Position Overview:* Provide Kinetic Software support for campus as well as Events and Conference Services offices duties. Provide support for the Associate and Assistant Directors of Events & Conference Services/University Center functions under the general supervision of the Associate Director of Events and Conference Services and the functional supervision of Director of Events and Conference Services.

## Duties included but not limited to:

- Provide Kx Support to all of campus
- Create and manage Kx Registration pages and provide support with accepting payments/reconciliation
- Add and manage rooms and users in Kx
- Assist with Training sessions
- Create and update training materials for Kx, including guides, black-board shell management, podcasts/online tutorials
- Assist with Kx clientele/company management
- Help with printing financial reports/projections
- Assist with updating financial configuration packages/pricing  
\*with Assistant Directors approval
- Provide weekly Kx reports to functional areas
- Assist with budget projections and annual report data
- Opportunity for part-time employment in the summer

## Qualifications

Candidates must be a current CMU student and will need a minimum cumulative GPA of 2.50; willingness to accept responsibility; well groomed, neat, clean, and organized; possess computer knowledge; ability to work as part of a team.

## To Apply

Interested and qualified individuals should complete an on-line **employment application and submit a résumé**: Please direct any questions to the Sr. Assistant Director of Student Personnel (989) 774-3686, email [urechr@cmich.edu](mailto:urechr@cmich.edu)

## Mission

The mission of University Recreation (UREC) is to provide outstanding recreation, leisure and wellness programs, services and facilities for students, faculty and staff of Central Michigan University (CMU) and other members and guests. The staff is dedicated to providing these experiences in a safe environment that promotes healthy lifestyles, values diversity, and contributes to co-curricular learning and leadership opportunities through effective utilization of resources.

*Our staff members are the source of our strength and the key to the successful fulfillment of our mission.*

**Not just a  
job ...  
it's an  
experience!**