



Recreation

Recreation and Community Development  
Sonny Werblin Recreation Center  
Rutgers, The State University of New Jersey  
656 Bartholomew Road  
Piscataway, NJ 08854-8003

recreation.rutgers.edu

732-445-0462

Fax: 732-445-0475

**Job Title:** SPECIAL EVENTS COORDINATOR

**Job Description:** Reporting to the Executive Director for Recreation. Creates, plans, and implements content and logistics for university wide special events and trips that are sponsored by the Recreation Department. Works closely with the campus deans, deans of students, Residence Life, Community Affairs, Undergraduate Admissions and university committees to produce programs and services, engage students and develop a sense of community. Develops new opportunities, expands relationships with the area sports governing bodies and commercial entities, designs specialized programs for niche groups both inside and outside the university, and coordinates marketing efforts and fundraising. Acts as a facilitator for leadership training program and serves as a trip leader for outdoor recreation activities. Organizes and advises students interested in producing large scale events and insures proper training to carry out task.

**Requirements:** Requires a bachelor's degree in Recreation, Marketing, or related field or an equivalent combination of relevant education and/or experience, plus a minimum of two years experience planning and executing special events, trips and sporting activities. Must have good communication, organizational, and interpersonal skills, be computer literate and demonstrate the ability to work as part of a team. Also requires a valid driver's license and access to an automobile on a daily basis. Should have knowledge of risk management issues. Must acquire certifications in CPR and AED within first 90 days of employment.

Masters degree in recreation, experience leading outdoor trips, and current certifications in cardio pulmonary resuscitation (CPR), first aid, and Automated External Defibrillator (AED) are preferred.

**Salary:** Grade 5

**Location:** Werblin Recreation Center  
New Brunswick / Piscataway Campus  
Rutgers University

**Application:** Applications will be accepted until the position is filled. Resumes and cover letters can be sent to the address below or filed online at:  
<http://uhr.rutgers.edu/stf/CareerOpportunities.htm>

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