



Manager, Events CPM-11933

York University is known for championing new ways of thinking that drive teaching and research excellence. Our 53,000 students receive the education they need to create big ideas that make an impact on the world. Meaningful and sometimes unexpected careers result from cross-discipline programming, innovative course design and diverse experiential learning opportunities. York students and graduates push limits, achieve goals and find solutions to the world's most pressing social challenges, empowered by a strong community that opens minds. York U is an internationally recognized research university – our 11 faculties and 24 research centres have partnerships with 200+ leading universities worldwide.

We are currently recruiting a 1-year contract for a Manager, Events to work with the Office of the Dean, Faculty of Liberal Arts & Professional Studies for this exciting opportunity.

The Faculty of Liberal Arts & Professional Studies (LA&PS) is the largest Faculty at York University with over 25,000 undergraduate and graduate students, and almost 100 programs delivered through 25 departments/schools/colleges. York University is known for championing new ways of thinking that drive excellence in promoting and enhancing student success. Through innovative course design, diverse experiential education and learning opportunities, and a supportive community environment, our students receive the education they need to create big ideas that make an impact on the world.

In this role, you will support for the Faculty on Faculty-wide events and communications related special projects, including leading and supporting the 10th anniversary planning, coordination and execution of related events in the Dean's Office and the Faculty more broadly. The Manager, Events will provide event support and coordination as needed for the Dean, Executive Director, and other senior academic leaders, as necessary. The Manager, Events will support the Director, Strategic Communications & Marketing by overseeing event planning and logistics for LA&PS' 10th anniversary celebrations and other high profile special events, providing advice to senior leaders regarding event programming, planning, and implementation, researching, preparing documents and reports for various special events and related procurement, coordinating projects and initiatives with the Faculty's management team, and communications related to contingency planning and execution. This role will include managing a high-volume of time-sensitive responsibilities that are often of a complex and sensitive nature.

To be considered for this opportunity, you will possess:

University degree or equivalent combination of education and experience is required. In addition, the successful incumbent will possess 3 to 5 years of event planning and/or project management with strong leadership experience, managing events staff/teams. Experience working with senior leaders and high-profile events is required. Experience with complex multi-stakeholder event coordination is required. Experience in a post-secondary environment is strongly preferred

To apply to this exciting opportunity or for full position details, qualifications and application procedures go to www.yorku.ca/jobs and refer to posting# CPM-11933

We offer comprehensive benefits and access to superb educational and recreational facilities. For more information on what York has to offer U please visit: <http://hr.info.yorku.ca/benefits/>

York University is committed to Employment Equity and encourages applications from all qualified candidates. The University welcomes applications from all qualified individuals, including individuals within the University's employment equity categories of women, persons with disabilities, members of visible minorities and aboriginal persons, individuals of diverse gender and sexual orientation and all groups protected by the Human Rights Code. York University is committed to employment equity and diversity and a positive and supportive environment.



York University offers accommodation for applicants with disabilities in its recruitment processes. If you are contacted by York University regarding a job opportunity or testing, please advise if you require accommodation. Please note, only those selected for an interview will be contacted.