



Staff Vacancy

EEO# AT 9-16

POSITION: Director of Events & Premium Seating

RESPONSIBILITIES: This position will be responsible for planning and producing all events hosted by the RCAF and Athletic Department as well as all RCAF hospitality and benefit fulfillment. Develop professional standards and procedures for events, ensuring they keep with the image and reputation of the University. Assist in the planning, execution and hosting in exclusive premium events. Develop and coordinate renewals and sales campaigns for premium seating. Maintain an active role in the renewal process for all premium-seating inventory. This position will be the point contact for all premium seating and suite holders in the venues where these amenities are present. Ensure that all business activities within the RCAF are in compliance with NCAA, Conference, State of Louisiana, UL-Lafayette Foundation and Institutional rules and regulations.

QUALIFICATIONS: Bachelor's degree awarded by a regionally accredited institution. Mastered Preferred. At least one (1) year of event coordination experience. At least one (1) year of sales experience. Must be committed to the compliance process and adhere to University, NCAA and Sun Belt Conference rules and regulations.

UNIVERSITY AND COMMUNITY: The mission of the University of Louisiana at Lafayette is to offer exceptional education informed by diverse world views striving to develop innovative leaders who advance knowledge. The Southern Association of Colleges and Schools Commission on Colleges accredits the University, which offers undergraduates and graduates degrees in the arts, sciences, and professional programs. The University is a public research university with high research activity, an enrollment of over 18,000 students and 800 faculty members. UL Lafayette is the largest of nine universities in the University of Louisiana System. The University offers degree programs in 55 undergraduate disciplines, 15 post-bachelor certificates, seven graduate certificates, the master's degree in 28 disciplines and the doctorate in 10 disciplines. Additional information about the

University is available on the University webpage at
<http://louisiana.edu/>

Located midway between New Orleans and Houston, Lafayette is the heart of Louisiana's Acadian-Creole region. The city of over 126,000 is part of the Lafayette-Acadiana area, which has a total population of 616,000 and is one of Louisiana's fastest-growing metropolitan areas. Lafayette serves as the base of Louisiana's offshore oil industry, as well as the financial, retail, and medical center for South-Central Louisiana.

SALARY: Commensurate with experience and qualifications.

APPLICATIONS: Send letter of application, resume, and three reference letters to:

Jim Harris
Executive Director, RCAF
University of Louisiana at Lafayette
2250 Johnston Street
Lafayette, LA 70506

The University of Louisiana at Lafayette does not discriminate on the basis of race, color, national origin, age, religion, sex, sexual orientation, or disability in admission to, access to, treatment in, or employment in its programs and activities as required by Title VI and Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act of 1967, Age Discrimination Act of 1975, the Equal Pay Act of 1963, Title IX of the Education Amendments of 1972, Executive Order 11246, Section 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistant Act of 1974 and 1990 Americans with Disabilities Act.-See more at <http://personnel.louisiana.edu/employment-opportunities/policy-nondiscrimination>