



Events and Campus Operations Analyst

(Position Number: CL0218)

Closing Date: Monday, December 2, 2024

**Full-Time 12-month Position (1.0 FTE)
40 hours per week plus benefits
Classified Salary Schedule, Track 22
(Currently: \$41.00 to \$50.82 per hour)**

About Gavilan:

Located in the heart of California between San Jose and Monterey, Gavilan College's main campus in Gilroy serves a diverse student population in a beautiful, park-like setting. In addition, we have campus centers located in Hollister, San Martin, and South San Jose, which offer students a variety of courses and programs. Our community recently voted to pass Measure X, a bond to renovate the main campus and build a full-service campus in Hollister. Gavilan is proud to meet the needs of our growing community, offering high-quality education in more than 70 transfer-related fields and over 30 industry-relevant career pathways; In 2023, we awarded more than 1,200 Associate Degrees/career education certificates.

Gavilan College, a Hispanic Serving Institution with a 60% Latinx student population, is committed to achieving educational equity for all students. We work to provide students with a rich and relevant learning experience that emphasizes student engagement in and out of the classroom, encouraging students of all ethnic and socioeconomic backgrounds to realize their goals and become socially responsible leaders. When you join our team at Gavilan College, you will become part of an innovative and equity-focused community that approaches higher education as a matter of social justice, requiring broad collaboration among faculty, staff, administration, students, and community partners.

Gavilan College fosters justice, equity, diversity, and inclusion through its Principles of Community. As a member of the Gavilan College community, you will join us in valuing the worth and dignity of every person, the pursuit of truth, devotion to excellence, and the principles of democratic citizenship. All Gavilan employees strive to maintain these ideals in an environment of inclusiveness and mutual respect. We live these shared Principles of Community and work collaboratively to serve as a model of an exemplary, student-centered community-serving college.

Ideal Candidate:

Gavilan College is committed to recruiting individuals that embody our Principles of Community by:

- actively demonstrating a commitment to embracing and celebrating diversity;
- committing to collaboration, effective communication and the development of strong working relationships;
- promoting purposeful inclusion of all groups and the free exchange of ideas in a respectful, trusting, and considerate environment; and
- demonstrating commitment to a college which prioritizes equity in resource allocation.

The ideal candidate for this position is an equity-minded individual who understands the importance of holding ourselves accountable for closing equity gaps and engaging in equitable practices. Gavilan strives to attract

candidates who view the elimination of inequities as an individual and collective responsibility and who are able to reframe inequities as a problem of practice. The ideal candidate understands the mission and purpose of the Administrative Services department and demonstrates a commitment to student-centered practices, effective cross campus collaboration, purposeful service to the community and culturally responsive practices.

The ideal candidate for the Events & Campus Operations Analyst role is an innovative, resourceful professional who thrives in a dynamic environment and excels at working independently. This individual will bring a proactive approach to managing the operations and events on campus, offering creative solutions while ensuring compliance with policies and regulations. They must possess excellent organizational skills, be adept at coordinating complex projects, and have the ability to manage multiple priorities with minimal supervision. As a key support to the Vice President of Administrative Services, they will be comfortable handling a wide range of responsibilities, including event coordination, facility management, and emergency preparedness. Strong communication skills and a commitment to collaboration with various stakeholders are essential. The ideal candidate will demonstrate sound judgment, flexibility, and a passion for fostering an environment of trust, integrity, and respect within the college community.

The Position:

Are you interested in creating an exceptional educational environment for students who are part of a dynamic, inclusive community? If you see yourself as a professional who empowers students of diverse backgrounds to reach their potential through innovative, structural change, we invite you to apply for the Events and Campus Operations Analyst position. At Gavilan College, we welcome your commitment to fostering a learning environment where resources are devoted to developing opportunities for students to break barriers and thrive as scholars and community members.

To perform specialized professional duties related to the activities and operations of administrative services and campus facilities including facilities rentals and event coordination, facilities projects and maintenance, office moves and space inventory activities, and emergency preparedness and safety programs; and to provide complex professional level support to the Vice President, Administrative Services, or an assigned supervisor.

Distinguishing Characteristics:

This is the journey level in the single level Events & Campus Operations Analyst professional class. Employees at this level receive only occasional instruction or assistance as new, unusual, or unique situations arise and are fully aware of the operating procedures and policies within the work unit. This position acts as the college liaison for the campus to the district services groups for events, requests for facility changes, and equipment procurement. This position is the point of Contact for coordination of campuswide events.

Essential Duties:

The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Plan, organize, and coordinate the administration of facility rentals, operations, and special events; manage calendars to publicize campus activities; oversee and administer the reservation of facilities for college programs and services, events, rentals, renovation, and maintenance; identify and communicate issues and areas of potential liability and risk.
- Plan, develop, implement, and evaluate processes related to campus operations and events and ensure compliance with district policies, CA Education Code, and state and federal regulations.
- Serve as point of contact for rentals; maintain records of applications, permits, and certificates of insurance, invoices, payments, and related material; address issues and conflicts related to facilities use.
- Administer events, facilities use, and rentals in accordance with established guidelines and procedures; facilitate use contracts and agreements; explain district policies, fees, regulations, and deadlines for use of facilities; coordinate with applicable external agencies, including travel between various sites and facilities.
- Provide logistical support for campus facilities and construction projects through project coordination, campus communication and notices, room scheduling, access, signage, and acting as a liaison between college departments, facilities and construction teams, and vendors and contractors.

- Assist in the assessment, planning, and coordination of space allocations and coordinate college facilities projects, space reconfigurations, office moves, and installations in conjunction with college personnel, facilities and construction teams, and furniture, fixture, and equipment vendors.
- Assist in the coordination of safety and emergency programs for the campus in collaboration with campus security, emergency preparedness teams, and other district service groups.
- Prepare and review documents and information related to operations such as contracts, budgets, facilities and event schedules, rental agreements, promotional materials, safety plans, personnel actions and/or other related information.
- Recruit, select, train, evaluate, and direct the work of student workers and/or contract employees; may review proposals and negotiate terms with contract employees.
- Track and monitor rental and project budgets; review expenditures; ensure adherence to project and/or contract specifications.
- Coordinate a variety of information and resources for department administrators and faculty.
- Compile and analyze data; oversee and maintain various databases; prepare a variety of reports.
- Function as project manager for special projects as needed.
- Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication

Minimum Qualifications:

Knowledge of:

- Principles and practices of event planning and project coordination.
- Tools, techniques, and terminology used in facility operations, emergency preparedness, and event management.
- Pertinent federal, state, and district laws, codes and regulations related to facility operations, emergency preparedness, and campus safety.
- Principles and practices of modern office management and recordkeeping.
- Basic research methods and techniques.
- Room scheduling, event management, and facility work order software systems.
- Principles of budget planning and monitoring.
- Modern office practices, procedures, and equipment, including letter and report writing, financial and statistical record keeping, telephone techniques and etiquette.
- Software programs and database systems relevant to the area of assignment

Ability to:

- Handle multiple large projects simultaneously and manage time and resources effectively.
- Perform liaison duties with a variety of stakeholders related to facility projects, events, and programs.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports, and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis sit at desk for extended periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of ten pounds or less.
- Interpret and ensure compliance with federal, state and district laws, regulations, and guidelines.
- Write reports, proposals, business correspondence and procedure manuals.
- Select, train, schedule, and direct the work of assigned staff and hourly workers.
- Maintain and update multiple budgets.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.

- Communicate effectively orally and in writing.
- Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain effective, cooperative, and collaborative working relationships with others.

Other Requirements:

Possession of, or ability to obtain, an appropriate, valid California driver's license,

Illustrative Education and Experience:

A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

Bachelor's degree of equivalent from an accredited college or university and two years of responsible technical or professional experience in facilities administration, event management or public safety.

Physical Characteristics:

Must possess mobility to work in indoors and outdoors; strength, stamina, and mobility to perform moderate physical work, to operate varied tools and equipment, and to use a computer; to operate a motor vehicle and to visit various District and event sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. The job involves walking in operational areas to perform assigned work. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 60 pounds with the use of proper equipment.

Application Process:

To be considered for this excellent opportunity the following items must be received by CCC Registry no later than **5:00pm on, Monday, December 2, 2024** through the [CCC Registry Website](#).

1. CCC Registry online application (all sections are required to be filled out: Education, Employment History, Professional References, General Information). Apply at www.ccregistry.org *
2. Resume *
3. Cover Letter*

*Denotes application materials that are required for full consideration.

If you have questions related to the CCC Registry or technical aspects regarding submitting application materials on the CCC Registry website, please contact the Human Resources department at 408-848-4755 or at hr@gavilan.edu.

If you have a verifiable disability and require accommodation to complete an application, contact the Human Resources Office at (408) 852-2823.

Please be aware, the District does not reimburse for expenses related to the recruitment process.

NON-DISCRIMINATION

Gavilan College is an equal opportunity/affirmative action/Title IX/Employer of Disabled, committed to hiring a diverse staff. All qualified individuals regardless of race, color, religion, sex, national origin, age, disability, military status, sexual orientation, or marital status are encouraged to apply. If you have a verifiable disability and require accommodation to complete an application, please contact the Human Resources Office at (408) 848-4753.