



Posted: 09/10/2026

Salary Range: \$35,568.00-\$47,860.00

Status: Exempt, Full-time- Non-traditional hours

[The College of Idaho](#) is seeking an experienced, dynamic, detail-oriented **Events Specialist** to join the Special Events and Conference Services team. In this pivotal role, you will coordinate and execute a wide range of academic functions, campus initiatives, and signature institutional events—including the **Scholarship Gala, Go Purple, and Commencement**—while also engaging external organizations to host events on campus to generate venue revenue. As a core operational liaison, the Events Specialist **manages venue scheduling**, delivers exceptional client service, and **oversees full event execution** both on and off campus to support the College's vibrant community.

This role's primary responsibilities will focus on managing logistics and day-of event operational support. This involves collaborating with campus departments and external partners to schedule resources, conducting targeted outreach to maximize facility utilization, and **managing specialized event software to generate timelines, room layouts, and invoices**. You will oversee **operational logistics from initial setup through final teardown**, troubleshoot basic audiovisual technology during functions, monitor event inventory, and **administer billing, budget tracking, and utilization reports**. Success in this role requires strong project management skills, exceptional written and verbal communication, proven problem-solving abilities under tight deadlines, and the **physical capability to walk, stand, and regularly lift up to 50 pounds** during active setups. Overall, this role is about supporting the framework of events rather than creating the events themselves.

The ideal candidate will possess either a **Bachelor's degree or a minimum of three years of experience in event operations or hospitality**, with a **proven track record of successfully managing logistics, timelines, budgets, and vendor negotiations**. Essential requirements include proficiency in Microsoft Office Suite, hands-on experience with event management software, a valid driver's license with an insurable driving record, and **full availability to routinely work non-traditional hours, including mandatory evenings and weekends** during peak event seasons and summer conferences. Preferred qualifications include prior **experience in outside sales, business marketing**, and hands-on operational knowledge of presentation and **audiovisual equipment**.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the duration of their employment without sponsorship from The College of Idaho. A current, valid driver's license is also required, and candidates must be vehicle insurable.

The College offers competitive benefits including tuition waiver for dependents, health insurance, a retirement plan with employer match, generous paid time off, free access to on-campus fitness centers, and free admission to campus events. Spouses, domestic partners, and dependents are eligible for benefits coverage.

A complete application will include a current résumé, a cover letter addressing qualifications for the position, and the names and contact information of three (3) references: two (2) from management and one (1) professional, sent to hr@collegeofidaho.edu. Review of applications will begin immediately and continue until qualified candidates are selected. As we move through the application review process, additional information may be requested from qualified candidates.

With over 134 years of history, The College of Idaho is a regional and national leader in higher education. The College of Idaho is a [mission-driven community](#) of exceptional learning that challenges the ambitious and forges pathways to success and purpose.

The College of Idaho is proud to be an equal-opportunity employer. We are dedicated to attracting, retaining, and optimizing performance and academic excellence through an inclusive workforce. The College does not discriminate on the basis of sex, race, color, age, religion, disability, national and ethnic origin, veteran status, sexual orientation, gender identity, or any other basis protected by law.