

The University of Missouri is now accepting applications for the position of Assistant Director for Special Events – Intercollegiate Athletics. The primary function of this position will be to coordinate and facilitate the majority of Intercollegiate Athletic special events including, but not limited to, department staff functions, welcome receptions, football recruiting receptions, golf tournaments, individual sports banquets and reunions. Additionally, this position will assist in the coordination and oversight of the annual Coach Caravans; coordinate and oversee all aspects of the Tiger Scholarship Young Alumni Program; serve as liaison to the St. Louis Tiger Club and Kansas City Booster Clubs; direct and supervise all donor related activities in relation to Touchdown Terrace, including production of printed materials and customer service during home football games; coordinate and update all forms of Tiger Scholarship Fund social media; coordinate memorabilia and autograph requests from charities and donors; assist with the coordination of the Tiger Scholarship Fund mailings with the database coordinator; assist with Tiger Scholarship Fund collections and reminders; prepare and present reports conveying the success of programs and make recommendations for improvements; actively identify and solicit new donors for the Tiger Scholarship Fund and provide exceptional customer service to current and new members. Qualified applicants, please complete on-line application at <http://hrs.missouri.edu/find-a-job?> Please reference Job ID# 6799. The University of Missouri is an Equal Opportunity Employer.