Project and Events Coordinator

Position Details

Date of issue: September, 2026
Position number: 00026837
Department and Campus: University of Maine School of Law (Law School), The Maine Center
Workplace Location: Office
Collective Bargaining Unit (CBU): Universities of Maine Professional Staff Association (UMPSA)
Job family and Wage grade: 11, 04
Essential Employee: No
Fair Labor Standards Act (FLSA): Exempt

Primary Purpose of Position

The Project and Events Coordinator is a critical role that partners closely with the Student Services Team to coordinate the planning and execution of important law school events, including but not limited to Orientation, Admitted Students Day, Graduation, and other Student Services initiatives. Serving as a central logistical hub, this position ensures that all Student Services events run seamlessly from conception to completion. By creating accessible, well-organized, and welcoming environments, the Project and Events Coordinator plays a vital role in fostering community, connection, and belonging among Law School's students, faculty, staff, and external partners.

Essential Duties

Event and Project Implementations

- Under the direction of–and in close collaboration with–the hosting Student Services Office, coordinate all aspects of event planning from inception to completion, including timeline and task management, budget and expense management, catering, scheduling, technology, etc.
- Coordinate logistics, vendor management, and travel arrangements for guest speakers and off-site programs.
- Handle on-site logistics during events, including setup, student volunteer oversight and management, troubleshooting issues as they arise, and breakdown.
- Oversee event marketing efforts to promote law school events via social media, email campaigns, and other channels to attract attendees.

Primary Events

- Serve as the primary logistical coordinator for major annual Student Services events, including but not limited to:
  - Orientation and Orientation+
  - Day of Service
  - Graduation
  - Admissions Pathway Programs
- Admissions Recruiting Events.
- Implementation support, including but not limited to:
  - Career Services Office (CSO) panels
  - Faculty Events (Scholarship presentations, Hiring Committee Lunches, Faculty Meetings)
  - Maine Association for Public Interest Law (MAPIL) Auction
  - Summer Privacy Institute
- Academic Success Program workshops.
- Closely collaborate with the Office of Student Affairs and the Community, Connection, and Belong Committee to design, schedule, and execute holistic wellness programming throughout the academic year.

Administrative and Accessibility Support

- Closely collaborate with the Dean of Students, Director of the Academic Success Program, and the Assistant Director of Student Affairs to implement and administer approved testing accommodations.
- Manage and update the Staff & Student Directory.
- Oversee the assignment and administration of Student Lockers & Mailboxes.
- Undergo training on Title II Requirements and support the Student Services Team in the implementation of accessibility standards across digital and physical platforms.

Supervisory Responsibilities

Supervise work-study students, when necessary.

Reporting Relationship

Reports to the Executive Vice President for Operations and Chief Development Officer.

Internal and External Contacts

- Internal contacts include the Administrative Offices, faculty, and student along with various University of Maine System Offices.
- External contacts include the adjunct faculty, alumni, and external resources and vendors.

Qualifications

Required:

- Bachelor's degree (BA/BS) from an accredited institution.
- Meticulous organizational, verbal, and written communication skills with the capacity to manage multiple competing priorities and take initiative.
- Effective time management skills capable of handling multiple projects simultaneously under tight deadlines.
- Demonstrates kindness, respect, and empathy, with the capability to build relationships with faculty, staff, and students of all professional and personal backgrounds and work collaboratively as part of a team.
- Proficiency with databases and event management software (e.g., registration systems, virtual event platforms), Microsoft Suite, Google Workspaces, Adobe, and a high aptitude to master and learn new technology and applications.
- Experience utilizing social media platforms or other digital tools for event promotion and communication.
- Ability to work outside of the typical workday hours as needed for key events and programs.

Preferred:

- Experience in coordinating complex events from conception to completion, including logistics, vendor management, and on-site execution.
- Experience working in a university, college, or law school setting.
- Knowledge of local venues, vendors, and the Maine legal and educational community.
- Experience building and implementing Artificial Intelligence tools.

Note: University Services reserves the right to assign reasonably related additional duties and to change or reassign job duties.

Signatures

The signatures indicate the employee and immediate supervisor have reviewed the job description and had the opportunity to edit the document.

Employee: _____ Date: _____

Immediate Supervisor: _____ Date: _____