

Canadian Mennonite University invites applications for:

**Assistant Director of Facilities and Hosting**

The ideal candidate will have an engaging customer service oriented personality, a track record of exercising leadership and initiative as a supervisor in a team environment and demonstrated administrative skills.

**Responsibilities:**

- Lead the hosting team which prepares for events on campus planned by university departments and external rental groups
- Assist the Director in the selection of departmental hosting staff and summer hosting and cleaning staff
- Supervise and evaluate student and summer hosting and cleaning staff
- Plan and implement training for student hosting and cleaning staff
- Promote the use of CMU's facilities
- Negotiate with internal and external event clients, planning the booking details and executing the steps necessary to successfully host the events
- Use Eventpro planning software and other computer tools to plan and schedule events, generate invoices and other administrative functions
- Assist the Director of Facilities with various administrative tasks
- Recommend changes to procedures and policies in order to better serve the clients and meet the university's goals
- Act as the university's point of contact to all non-student tenants, and be familiar with current policies and procedures in the Manitoba Residential Tenancy Act

**Qualifications:**

Candidates with an appropriate blend of experience, education and training will be considered.

- Must be familiar with, and have full empathy with CMU and its church constituency, and must be supportive of CMU mission, purposes and programs
- Related post-secondary education is desirable
- Experience in the hospitality or customer service industry is preferred
- Supervisory experience would be an asset
- Ability to handle stress created by the demands of a myriad of user groups.
- Strong inter-personal skills in relating to support staff, colleagues, students, faculty, and clients in a positive, friendly and effective way
- Must have the physical ability to lift and carry furnishings required to set up events
- Willing and available to work varied hours as required

This position reports to the Director of Facilities & Hosting.

Inquiries should be directed to Dianna Robson, Director of Human Resources at 204-594-0532. Applications will be accepted until this position is filled with an anticipated start date of March 16, 2015. Applicants should send a resume along with the names of three references, in confidence to:

[hrdirector@cmu.ca](mailto:hrdirector@cmu.ca)

or

Director of Human Resources  
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