

Job Description: Campus Management Coordinator

职位说明：校园活动协调员

Position goal 职位目标:

This role requires effective communication with both internal stakeholders (including parents, faculty, staff, administrators, and students) and external partners (such as event builders and exhibitors) to support the planning, organization, and execution of campus activities across various campuses. Key responsibilities include: Coordinating end-to-end event execution, ensuring efficient allocation of resources (materials, venues, exhibitors, etc.); Aligning all activities with the school's educational goals and campus culture; Managing external suppliers and overseeing service quality to meet school standards; Providing operational support to ensure seamless project implementation; Monitoring timelines and budgets to maintain progress and cost compliance; Strengthening partnerships with internal and external stakeholders to expand resources and enhance event impact; Optimizing engagement and satisfaction through refined event details and service experiences, elevating the overall quality of campus activities.

该角色需与内部利益相关者（如家长、教职员工、管理人员、学生等）及外部活动搭建商、活动参展商等开展高效沟通，助力各校区校园活动筹备、组织与执行。其核心职责涵盖：统筹协调活动组织与执行，保障活动物资、场地、展商等资源高效调配；确保所有活动的策划与实施均与学校教育目标及校园文化保持高度一致；全面管理外部供应商，监督服务质量以满足校方需求；为团队提供有力支持，推动项目顺利落地；精准监控活动时间表与预算，确保进程可控、成本合规；积极搭建并维护内外部合作网络，拓展活动资源与影响力；通过优化活动细节与服务体验，持续增强学生的参与感与满意度，提升整体校园活动品质。

Report to: Campus Management Manager

汇报对象：校园管理经理

Responsibilities 岗位职责

- 1. Event Planning:** Collaborate in planning campus activities based on educational objectives, school philosophy, and practical needs. Provide expert recommendations on feasibility, service support, and resource allocation. Develop event budgets and detailed implementation timelines.
- 2. Event Preparation:** Design execution plans according to event proposals, including but not limited to SOPs, venue selection, booking, setup, decorations, audiovisual requirements, and transportation arrangements and other logistical support for successful event delivery.
- 3. Resource Coordination & Liaison:** Work closely with internal departments (e.g., academic divisions, PTA, student, campus management, and marketing department) to clarify roles and secure venues, equipment, and materials. Liaise with external partners (e.g., event contractors and booth holder) to expand resources and ensure smooth operations.

4. **Event Execution:** Oversee end-to-end event management, including On-site setup and teardown, attendee guidance and flow control, Emergency troubleshooting and ensure adherence to plans and timely resolution of issues.
5. **Stakeholder Management:** Coordinate participants (faculty, students, parents, volunteers, guests, and vendors). Recruit and manage volunteers, clarify tasks, and facilitate communication to enhance collaboration and participant satisfaction.
6. **Vendor Management:** Maintain relationships with event contractors and exhibitors. Assist procurement teams in reviewing technical contract terms to ensure service compliance.
7. **Promotion & Documentation:** Support marketing efforts and collect multimedia materials (text, photos, videos) for post-event reporting and future reference.
8. **Budget Control:** Monitor budget execution and revenue during events. Conduct cost-benefit analyses post-event.
9. **Safety & Evaluation:** Prioritize safety by developing risk mitigation plans and addressing hazards. Evaluate event outcomes, identify lessons learned, and propose improvements.
10. **Documentation:** Maintain organized digital archives, including proposals, workflows, budgets, contracts, and vendor contacts.
11. **Additional Duties:** Perform other assigned tasks as needed by the department.

1. **活动策划:** 依据校园活动目标、办学理念及实际需求, 参与各类校园活动方案策划, 就落地性、服务保障及资源匹配提出专业意见, 制定活动相关预算及落地执行时间表。
2. **活动筹备:** 根据活动设计方案, 策划各类活动落地方案, 包括但不限于活动 SOP、场地选择预订、布置、装饰、视听需求、交通安排及其他保障活动成功举办的相关事宜。
3. **资源协调与对接:** 与学校内部各部门 (如学部、家委会、学生群体、校园管理部、市场部等) 积极沟通, 明确各部门在活动中的职责, 保障活动所需场地、设备、物资等及时到位; 同时对接外部机构, 例如活动搭建方和活动参展商, 拓展活动资源, 为活动顺利开展提供有力支持。
4. **活动组织与执行:** 负责活动的全程组织与执行, 包括现场布置搭建、人员引导、流程推进把控、现场物资清理及撤场、应急处理等, 确保活动按既定方案有序推进, 及时解决活动中出现的各类问题。
5. **人员管理与沟通:** 协调活动参与人员 (师生、家长、志愿者、外部嘉宾、外部供应商等), 负责活动志愿者的招募与管理, 明确各方任务与要求, 做好信息传达与反馈工作, 保障各方默契配合, 提升活动参与与体验, 增强社区成员的满意度与粘性。
6. **供应商管理:** 维护与活动搭建商、摊位展商的合作关系, 协助采购团队确认合同技术条款, 确保交付服务符合校方活动需求。
7. **宣传推广与记录:** 协助开展活动推广与营销工作, 活动期间收集整理文字、图片、视频等资料, 及时进行总结反馈, 为后续活动提供参考依据。
8. **预算控制:** 监控活动期间的预算执行情况及收入情况, 活动结束后对活动进行成本收益分析。
9. **安全保障与评估:** 高度重视活动安全, 在策划与执行过程中制定安全预案, 排查安全隐患, 确保参与人员人身安全; 活动结束后, 对活动效果进行全面评估, 分析经验与不足, 提出改进措施, 持续提升活动

质量。

10. **文档管理：**负责活动文件的整理及电子存档工作，包括活动提案、流程、预算、费用明细、合同及外部供应商联络清单等。
11. **其他：**根据部门工作需要，完成分配的其他相关职责。

Qualifications 任职资格

1. Bachelor's degree or higher, preferably in Event Management, Hospitality, Marketing, Communications, or Public Relations, overseas study or work experience is a plus.
 2. 3-5 years of professional experience in event management, marketing, PR, or communications. Experience organizing and executing events in an educational setting is highly preferred.
 3. Excellent coordination and communication skills, with the ability to collaborate effectively with internal school departments and external partners. Full professional proficiency in both English and Chinese (spoken and written).
 4. Strong creative thinking and learning agility, with a genuine interest in international education.
 5. Exceptional organizational and execution abilities, capable of handling on-site emergencies and ensuring smooth event delivery.
 6. Highly responsible, proactive, and detail-oriented, with a strong team-player mindset.
 7. Willingness to work overtime during peak event periods. Ability to manage stress, prioritize tasks, and meet deadlines.
 8. Proficiency in Microsoft Office (Word, Excel, PowerPoint). Solid copywriting and written communication skills.
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1. 本科及以上学历，活动管理、酒店管理、市场营销、传播或公共关系领域优先，有海外背景优先；
 2. 至少 3-5 年相关领域的经验，例如活动管理、营销、公关或沟通。如有在教育环境中组织和执行活动的经验优先；
 3. 拥有良好的沟通协调能力，能高效与学校各部门及外部机构进行沟通合作。熟练的中、英文双语听说读写能力；
 4. 具有创造力和较强的学习能力，对国际教育领域感兴趣；
 5. 具备优秀的组织执行能力，能妥善处理活动中的各类突发情况，确保活动顺利推进；
 6. 具有较强的责任心和团队合作精神，工作积极主动，注重细节；
 7. 因活动筹备及执行需要，该岗位在活动密集期可能存在加班情况，需具备一定的抗压能力和时间调配能力，能够积极配合完成工作任务；
 8. 熟练使用办公软件（如 Word、Excel、PPT 等），具备一定的文案撰写和文字功底。

Application Process 申请流程

Candidates are requested to apply to jobs@bcis.cn and to send the following in a single PDF document. The Search Committee will conduct initial interviews as applications are received. Shortlisted candidates will be interviewed in person or online. The search committee reserves the right to close the selection process at any time if the right candidate is found.

- Cover letter
- Resume
- Up to date contact information of four references

应聘者请发送邮件至 jobs@bcis.cn 并以 PDF 格式发送以下内容。我们将在收到申请后进行初步面试。入围候选人将接受现场或在线面试。如果找到合适的候选人，我们会保留随时结束筛选过程的权利。

- 求职信
- 简历
- 四位推荐人的联系信息

NOTE: The above job description reflects the general requirements necessary to describe principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of the work requirements that may be inherent in the job, either at present or in the future.

备注：上述岗位职责反映了该岗位的主要功能或职责的总体要求，并不能被视为对该岗位要求的详细描述。