AUBURN
Human Resources

Mgr, Engagement

Job Description

JOB INFORMATION

Job Code	AA51
Job Description Title	Mgr, Engagement
Pay Grade	MC10
Range Minimum	$58,940
33rd %	$72,700
Range Midpoint	$79,570
67th %	$86,450
Range Maximum	$100,200
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Marketing, Communications, & Multimedia
Job Function:	Events

JOB SUMMARY

Manages the planning, implementation and evaluation of special events and programs designed to increase engagement with the college or school's stakeholders, which includes alumni, donors, students, faculty and staff.

RESPONSIBILITIES

- Develops and manages a balanced program of events for colleges or schools designed to enhance the relationships and reputation with internal and external stakeholders.
- Manages and oversees programs and events to promote alumni engagement, donors, students, faculty, and staff. May solicit feedback through a formal evaluation process to improve the programs and or events.
- Arranges and oversees events, campus visits from corporate representatives, donors, or alumni and guest speakers to foster engagement between alumni and the faculty, staff and students of the college or school.
- Designs, organizes and manages logistics of all events, including: designing invitations and programs; developing and managing guest lists and responses; securing various vendors (entertainment, tenting, rentals, catering, security, parking); coordinating committees and volunteer support services.
- Supervises and coordinates engagement activities and programs collaborating with internal colleges and schools, as well as outside vendors, to promote and management the events and activities.
- May negotiate vendor contracts and secure travel and accommodations for internal and external dignitaries.
- Maintains events calendar and keep in sync with College/School and University master calendars.
- Develops and monitors engagement event budgets and quality control processes ensuring programs are operating efficiently and within specifications.
- Coordinates travel arrangements, itineraries, and related reimbursement/administrative processes for those involved in programs and services.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	in Communications, Marketing Public Relations, Hospitality Management, Business or relevant field.	and	5 years of	experience in event planning, budgeting, negotiating with vendors, and strong interpersonal skills.	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of event planning.	
Ability to coordinate meetings and events considering complex scheduling issues.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:
Ability to see information in print and/or electronically.