AUBURN
Human Resources

Admstr, Campus Event System

Job Description

JOB INFORMATION

Job Code	AB72
Job Description Title	Admstr, Campus Event System
Pay Grade	LC10
Range Minimum	$62,730
33rd %	$77,370
Range Midpoint	$84,690
67th %	$92,000
Range Maximum	$106,640
Exemption Status	Exempt
Approved Date:	4/19/2024 2:00:22 PM

JOB FAMILY AND FUNCTION

Job Family:	Legal, Compliance & Audit
Job Function:	Risk Management

JOB SUMMARY

Under the supervision of the Associate Director, Risk Management Special Projects, this position designs and manages procedures, policies, training, and compliance activities aimed at promoting safe and successful campus events and activities. This position will provide guidance and best practices for campus events and activities and serve as the primary point of contact for event registration, while collaborating with university departments to manage risks associated with campus events, event approval/denial, developing and implementing training resources, and providing guidance on compliance with university policies.

RESPONSIBILITIES

- Oversees the Auburn University Campus Event Planning System or other event management software to serve as a central repository for registration, event tracking, form collection (Certificates of Insurance, waivers, facility use agreements), committee comments, and event approval/denial.
- Serves as the Lead member of the Event Management Working Group, working in collaboration with subject matter experts to evaluate events/activities from various campus perspectives.
- Develops and oversees event guidelines and best practices (e.g. pre-event inspections, event safety, vendor management, insurance requirements, incident response). Partners with university departments, student groups, and third parties to provide risk management guidance for planning and executing successful events. Works with subject matter experts to ensure pre-event site visits are scheduled, conducted, and risk mitigation strategies are developed.
- Collaborates with campus units and professionals within RMS to provide comprehensive pre-event evaluation and hazard assessment, providing mitigation strategies and alternatives when needed. Assists event organizers in developing and implementing customized risk solutions. Provides guidance to administrators, faculty, staff, and the community on the proper use of campus facilities, event venues, and equipment. May assist in the development and enforcement of operational and safety policies, procedures, and rules for the use of college facilities and event venues.
- Ensures events or activities support the University's mission and are authorized by appropriate university authorities. Acts as the final decision maker regarding approval or rejection of events.
- Collaborates with a variety of campus departments, including Campus Safety & Security to assist with developing and maintaining emergency plans for natural and man-made disasters; Youth Protection to ensure events/activities with minors are compliant with the Youth Protection Policy; and Risk Management & Safety to develop Event/Activity specific Waivers, Hold Harmless, Informed Consents, or other recommended documents.
- Reviews agreements and/or contracts to ensure terms and conditions are favorable to Auburn University. Ensures all agreements and/or contracts for equipment, facilities, and services are reviewed and executed by AU Procurement and Payment Services as appropriate.

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	May supervise employees but supervision is not the main focus of the job.

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	No specific discipline.	and	4 years of	Experience in event management, systems administration and/or risk management.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Strong planning and organizational skills, problem-solving, project management, customer relations, and critical thinking skills.	
Good communication and planning skills with the ability to develop and implement training programs and educational materials.	

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				10 lbs
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			

WORKING ENVIRONMENT

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

Vision Requirements:
No special vision requirements.