AUBURN
Human Resources

Coord I, University Events

Job Description

JOB INFORMATION

Job Code	EA56A
Job Description Title	Coord I, University Events
Pay Grade	MC07
Range Minimum	$44,710
33rd %	$52,160
Range Midpoint	$55,890
67th %	$59,610
Range Maximum	$67,060
Exemption Status	Exempt
Approved Date:	11/14/2025 9:06:18 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Coordinates University events at the President's Home, on-campus venues and off-campus facilities.

RESPONSIBILITIES

- Coordinates community and campus events for the Office of the President designed to enhance the reputation, scope and influence of the University with internal and external constituents.
- Coordinates events specifically designed to foster interaction among the University's Board of Trustees, administrators, alumni, faculty, staff and students - including special recognition programs for outstanding achievements, inaugurations and commencement activities (ceremonies, honorary degree events, luncheons and dinners).
- Assists the University's First Lady in the planning and execution of special engagements at the President's Home: coffees, luncheons, and teas.
- Organize and manage logistics of events, including: designing invitations and programs; developing and managing guest lists, mailings, and responses; securing various vendors (entertainment, tenting, rentals, catering, security, parking); preparing event summaries for the President and other key administrators; coordinating committees and volunteer support services.
- May be asked to assist with negotiating and securing travel and accommodations for internal and external dignitaries.
- Promote various events through media: internal and external publications; press conferences; university web-site.
- Maintain events calendar and keep in sync with University master calendar.
- Maintains and monitors budget operations associated with community and campus events for the office of the President.

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 be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	with no specific discipline.		0 years of	Experience in public relations work, customer service, or general office operations.	

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.