AUBURN
Human Resources

Coord I, Col/School Events

Job Description

JOB INFORMATION

Job Code	EA89A
Job Description Title	Coord I, Col/School 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:	8/26/2025 1:04:20 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Organizes and manages logistics of events, including researching appropriate events, organizing participation, coordinating educational or promotional materials, and coordinating staff, faculty, and volunteer support services.

RESPONSIBILITIES

- Assists in planning and executing special engagements, develops and promotes marketing campaigns to increase engagement and awareness of the event.
- Develops and coordinates events, building relationships by fostering interaction among the Board of Trustees, AU Foundation Board, college and school administration, business partners, alumni, faculty, staff, and students.
- Develops and coordinates events specifically designed to foster interaction between the Board of Trustees, AU Foundation Board, College/School administrators, business partners, alumni, faculty, staff, and students.
- Manages a balanced program of events aimed at enhancing the reputation, scope, and influence of a college or school, as well as the University overall.
- Assists with arranging travel accommodations for individuals associated with special events.
- Maintains a comprehensive events calendar and manages and adheres to the special events budget of a college or school.
- Supports and assists with existing programs, conferences, or events within the college or school.
- Performs high-level administrative and technical support duties.

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	No specific discipline	and	0 years of	Experience in event planning, public relations, or hospitality.	

Substitutions Allowed for Education	Yes
Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State	Valid Driver's License	Upon Hire	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.