AUBURN
Human Resources

Spec I, Advancement Events & Experiences

Job Description

JOB INFORMATION

Job Code	OA61A
Job Description Title	Spec I, Advancement Events & Experiences
Pay Grade	UA05
Range Minimum	$50,770
33rd %	$59,230
Range Midpoint	$63,460
67th %	$67,690
Range Maximum	$76,150
Exemption Status	Exempt
Organizational use restricted to the following divisions	109 Senior VP-Advancement
Approved Date:	12/18/2024 10:17:19 AM

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Advancement Operations

JOB SUMMARY

The Advancement Events & Experience Specialist I assist in planning and coordinating events and experiences to support the mission and strategic goals of Auburn Advancement, deepen the relationships, and enhance the engagement of Auburn constituents. Assesses and evaluates program needs and program success in collaboration with the supervisor.

RESPONSIBILITIES

- Assist and administers special events, projects, and programs for Advancement innovation. Collaborates with Advancement colleagues to execute the development, planning, and support of events and experiences to meet Auburn University and Advancement's strategic goals. Supports and ensures special projects and programs are implemented and operating within specifications.
- Assist with planning and organizing events, including activities such as selecting speakers, negotiating contractual obligations for resources, set-up, and logistical considerations. Leads and supports the execution of advancement events, including, but not limited to, reunions, tailgates, awards ceremonies, professional development training, board of directors' meetings, and other internal and external advancement experiences.
- Responsible for the ongoing monitoring of event expenditures and adherence of budgets for programs and services for assigned units. Responsible for transaction reconciliation, reimbursement accuracy, budget status reporting, and in-house budget training. Completes daily operational duties for programs or events to include coordination and organization of activities, meetings, and events including coordinating the speakers and vendors, reservation of venues, and budget monitoring.
- Works with the Director to consistently evaluate events and experiences. Creates reporting to provide insight into key event data points. Analyzes data to support development strategies and organizes and manages data. Regularly examines data reporting for accuracy.
- Responsible for routine tasks associated with programs, services, and events including, but not limited to, internal or external promotional activities, preparing reports, and presenting statistics and updates. Communicates and collaborates information across advancement-specific units. May collaborate with the marketing function for assigned development programs to facilitate effective internal communications and ensure implementation of timelines are met.
- Maintains beneficial relationships and identifies opportunities for meaningful collaboration within and across the enterprise. Serves as a point of contact and subject matter expert for the person or organization they represent.

RESPONSIBILITIES

- Tracks and enters donor contacts for tracking of event activities such as engagement and event attendance. Exercises discretion when working with sensitive and confidential information related to event guests, students, volunteers, and staff.

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	2 years of	Experience in event or program coordination or management. Experience in a complex organization preferred.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of general office practices, knowledge of basic math, and University policies and procedures.	
Knowledge of hospitality principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.	

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	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.

Additional Special Requirements:

The nature of this role is highly externally focused, requiring frequent travel and meetings on and off campus during regular and non-traditional business hours, and is therefore expected to operate with high levels of autonomy.