AUBURN
Human Resources

Coord, Engagement

Job Description

JOB INFORMATION

Job Code	OB05
Job Description Title	Coord, Engagement
Pay Grade	MC08
Range Minimum	$48,360
33rd %	$58,040
Range Midpoint	$62,870
67th %	$67,710
Range Maximum	$77,380
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Coordinates the planning, implementation, and organization of special events and programs designed to increase engagement, heighten awareness, and enrich a continuing relationship with the college or school's stakeholders, which includes alumni, donors, students, faculty, and staff.

RESPONSIBILITIES

- Develops, plans, and coordinates programs, special projects, and activities that may include but not be limited to alumni events, student outreach programs, career fairs, mentorship programs, K-12 grade initiatives, and open house events aimed at promoting engagement and increasing positive relationships with the department.
- Creates and maintains record of contacts and constituents. Builds relationships by developing and promoting interaction between department administration, business/industry partners, alumni, faculty, staff, and students.
- Identifies and recommends individuals, corporations, groups, or programs which qualify as prospective alumni, mentors, speakers, or donors.
- May plan and give tours to campus visitors including school fieldtrips, high school students, potential incoming students, parents, alumni, or industry partners.
- May research, design and compose content for dissemination through a variety of mediums, such as internal or external publications, brochures, posters, newsletters, websites, presentations, development/fundraising materials, press packages, or broadcast media.
- May provide high level administrative support to include (but not limited to) typing, filing, proofreading, scheduling meetings, minutes, making travel arrangements and processing expense vouchers, preparing reports, documents and presentations.
- Exercises discretion concerning highly sensitive and confidential information, disclosure of which would likely result in major disruption of operations and/or harm to university reputation and/or relationships with students or other internal or external groups or the general public.
- Maintains event calendar and keep in sync with College/School and University master calendars.

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	2 years of	Experience in public relations, donor relations, program management, or professional event planning.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of donor relations, event planning or program management including budget management, complex scheduling management, and ability to multi-task.	

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			25 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			
Wet		X			
Noise		X			

WORKING ENVIRONMENT

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

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