AUBURN
Human Resources

Coord I, Campus&Comm Events

Job Description

JOB INFORMATION

Job Code	OC41A
Job Description Title	Coord I, Campus&Comm 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:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	12/2/2010

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Coordinates and assists in all aspects of campus and community events and programs designed to enhance the image and mission of the University and maximize university visibility.

RESPONSIBILITIES

- Coordinates and assists with community and campus events designed to enhance the reputation, scope, and influence of the University with internal and external constituents.
- Coordinates and assists with events specifically designed to foster interaction among the university administration, community, alumni, guests, faculty, staff, and students-including special recognition programs, commencement, award ceremonies, and special guest tours.
- Coordinates the planning and execution of special engagements.
- Coordinates the event logistics, 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, and coordinating committees and volunteer support services.
- May be asked to assist with negotiating and securing travel and accommodations for internal and external dignitaries, particularly speakers/lecturers for commencement ceremonies or lecture series.
- Assists in maintaining events calendar.
- Assists in maintaining a centralized, unified events management website and master events calendar.
- Advises clients on correct protocol and audio/visual design for events; assists with audio/visual support set-up for major presentations, events, and conferences.
- May collaborate with campus partners in the planning and execution of events for various units on campus.
- May provide general University information to event attendees.

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, hospitality, and 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.