AUBURN
Human Resources

Coord I, Event Operations

Job Description

JOB INFORMATION

Job Code	OC49
Job Description Title	Coord I, Event Operations
Pay Grade	MC05
Range Minimum	$37,630
33rd %	$42,650
Range Midpoint	$45,160
67th %	$47,670
Range Maximum	$52,690
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/4/2021

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Supervisor, Audio-Visual, this position ensures that room set-ups and audio-visual needs are being met in the Melton Student Center, as well as all Student Affairs facilities and auxiliary spaces. Consults with staff and customers, makes recommendations on audio-visual support services and lighting for events, and provides technical assistance.

RESPONSIBILITIES

- Assists clients with pre-event planning, coordination of event setup, as well as audio-visual technical assistance within the Auburn University Student Center and auxiliary locations, to include small indoor board meeting, large conferences, outdoor events, and high-profile university functions. May perform these duties alone or collaboratively with supervisors and event operations staff.
- Assists with and provides support for recruitment and selection, initial orientation, training, and supervision of the event operations student employees regarding audio-visual and set-ups for the Auburn University Student Center and auxiliary locations.
- Provides transportation and arrangement of furniture and equipment within Student Affairs facilities for various customer events, including but not limited to, tables, chairs, staging, and podiums.
- Consults with customers and makes recommendations on audio-visual support services and lighting for events.
- Provides recommendations to supervisors for up-to-date audio-visual needs. Troubleshoots, repairs, and maintains applicable equipment and devices, as well as provides reports on damaged audio-visual equipment.
- Maintains event inventory of equipment, supplies, and furniture etc.
- Assists with the maintenance and management of the Student Center game room, to include implementing small repairs, as well as outside vendor communications.

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	
High School Diploma or GED	High School diploma or equivalent	and	3 years of	Experience with audio-visual equipment, including, but not limited to, providing technical assistance, set-up and tear-down.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge and application of advanced concepts, as well as practices and procedures of audio-visual technology, furniture arrangements and lighting for event set-ups.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		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	

WORKING ENVIRONMENT

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

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