AUBURN
Human Resources

Spec I, University Events

Job Description

JOB INFORMATION

Job Code	OC65
Job Description Title	Spec I, University Events
Pay Grade	MC08
Range Minimum	$48,360
33rd %	$58,040
Range Midpoint	$62,870
67th %	$67,710
Range Maximum	$77,380
Exemption Status	Exempt
Organizational use restricted to the following divisions	100 Office of the President
Approved Date:	11/24/2025 2:48:17 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The University Events Specialist I supports the planning and coordination of events hosted by the President of Auburn University and the Board of Trustees. Working as part of the Office of Special Events, this position assists in delivering exceptional experiences for distinguished guests, donors, alumni, and other key stakeholders. The Specialist contributes to event preparation, logistics, and on-site execution, ensuring each program reflects the University's standards of excellence. Under the guidance of senior staff, the Specialist collaborates across campus partners and vendors to achieve event goals in a professional, organized, and detail-oriented manner. This role requires strong communication, organization, and problem-solving skills, as well as the flexibility to work evenings and weekends in support of high-profile University events.

RESPONSIBILITIES

- Assists and administers special events, projects, and programs for the Office of Special Events. Collaborates with University colleagues to execute the development, planning, and support of events and experiences to meet Auburn University’s strategic goals. Supports and ensures special projects and programs are implemented and operating within specifications.
- Assists 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 events, including, but not limited to, reunions, tailgates, awards ceremonies, professional development training, board of directors' meetings, and other internal and external experiences.
- Responsible for monitoring expenditures and adherence to budgets for programs and services. 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.
- Monitors and manages event RSVPs and attendance lists, ensuring all guest responses are accurately tracked and entered into the appropriate systems. Provides regular updates to event leadership and planning teams to inform strategic decisions related to event logistics, guest experience, and engagement opportunities. Exercises sound judgment and discretion when handling sensitive and confidential information related to donors, students, volunteers, and university officials.
- Completes daily operational duties for events to include coordination and organization of set-up, vendors, deliveries, breakdown, etc., ensuring the event operates without disruption.
- Maintains and strengthens beneficial relationships and identifies opportunities for meaningful collaboration within and across the university. Serves as primary contact and subject matter expert for the person or organization they represent.

RESPONSIBILITIES

- Leads, trains and oversees the work of student employees in the setup and implementation of events, ensuring timely setup and takedown to support operational efficiency
- Provides protocol consulting services for university colleagues as requested.

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	with no specific discipline.	and	2 years of	Experience in event or program, coordination or management. Experience in a complex organization and supervisor experience preferred.	

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		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.