



**JOB INFORMATION**

Job Code	AA51
Job Description Title	Mgr, Engagement
Pay Grade	MC10
Range Minimum	\$56,940
33rd %	\$70,230
Range Midpoint	\$76,870
67th %	\$83,510
Range Maximum	\$96,800
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

**JOB FAMILY AND FUNCTION**

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

**JOB SUMMARY**

Manages the planning, implementation and evaluation of special events and programs designed to increase engagement with the college or school's stakeholders, which includes alumni, donors, students, faculty and staff.

**RESPONSIBILITIES**

- Develops and manages a balanced program of events for colleges or schools designed to enhance the relationships and reputation with internal and external stakeholders.
- Manages and oversees programs and events to promote alumni engagement, donors, students, faculty, and staff. May solicit feedback through a formal evaluation process to improve the programs and or events.
- Arranges and oversees events, campus visits from corporate representatives, donors, or alumni and guest speakers to foster engagement between alumni and the faculty, staff and students of the college or school.
- Designs, organizes and manages logistics of all events, including: designing invitations and programs; developing and managing guest lists and responses; securing various vendors (entertainment, tenting, rentals, catering, security, parking); coordinating committees and volunteer support services.
- Supervises and coordinates engagement activities and programs collaborating with internal colleges and schools, as well as outside vendors, to promote and management the events and activities.
- May negotiate vendor contracts and secure travel and accommodations for internal and external dignitaries.
- Maintains events calendar and keep in sync with College/School and University master calendars.
- Develops and monitors engagement event budgets and quality control processes ensuring programs are operating efficiently and within specifications.
- Coordinates travel arrangements, itineraries, and related reimbursement/administrative processes for those involved in programs and services.

**SUPERVISORY RESPONSIBILITIES**

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.
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**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 be utilized when the candidate does not meet the minimum requirements.

### MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education	And	Years of Experience	Focus of Experience
Bachelor's Degree	Degree in Communications, Marketing Public Relations, Hospitality Management, Business or relevant field.		5 years of	Experience in event planning, budgeting, negotiating with vendors, and strong interpersonal skills.

Substitutions Allowed for Experience: Yes

*Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.*

### MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of event planning.  
 Ability to coordinate meetings and events considering complex scheduling issues.

### 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		

# WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.