
Auburn University Job Description

| | | | |
|--------------|-------------------------------|-------------|---------------------|
| Job Title: | Admstr, Special Events | Job Family: | No Family |
| Job Code: | AA91 | Grade 34: | \$45,100 - \$75,100 |
| FLSA status: | Exempt | | |

Job Summary

Reporting to the Director, Special Events, oversees the planning, implementation and evaluation of events and related programming for the Office of the President, Board of Trustees Office, and the Auburn University Campus designed to increase engagement among key stakeholders to include donors, alumni, students, administrators, high-level guests, faculty, and staff.

Essential Functions

1. Develops and oversees a balanced program of events for the Office of the President, Board of Trustees, colleges/schools, campus and community designed to enhance the relationships and reputation with internal and external stakeholders. May serve as committee head or liaison of committee to the President's office.
2. Represents the Office of the President in meetings and events on or off campus and manages and coordinates logistics of meetings and events.
3. Oversees programming for events that define, promote, and enhance event messaging content in a positive and uplifting tone. Promotes donor, alumni, student, faculty, and staff engagement, involvement, contributions, and achievements through programming. Evaluates post event metrics to include potential user/guest feedback in an effort to improve programming and outcomes.
4. Designs, organizes, and manages logistics of events, including: securing creation of invitations and programs, scripts/talking points and other materials related to event messaging; developing and managing guest lists and responses; securing various vendors (entertainment, tenting, rentals, catering, security, parking, etc.); coordinating/arranging committees and volunteer support services.
5. Works closely with the Director, Special Events on developing and monitoring event budgets and quality control processes ensuring events and associated programming are operating efficiently and within specifications.
6. Provides guidance for special events staff to include full-time, part-time, students, and volunteers. Supervises employees, ensures timely implementation of tactics, and oversees coordinators for prompt reporting of post-event recaps and metrics.
7. Responsible for developing and implementing special event marketing plans which include creating all marketing aspects for special events such as brochures, cards, social media, and websites.
8. Performs other duties as assigned by Administration in the Office of the President and the Board of Trustees Office.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

Auburn University Job Description

Minimum Required Education and Experience

| | <u>Minimum</u> | <u>Focus of Education/Experience</u> |
|--------------------------|--------------------------|--|
| Education | Four-year college degree | Degree in Event Planning, Hospitality Management, Public Relations, Public Administration, Business, Communication, or relevant field. |
| Experience (yrs.) | 4 | Experience in event planning, event management or public relations. |

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of event and hospitality management, accounting and budgeting principles, state and federal contract guidelines, basic math knowledge, basic computer operating systems knowledge, event protocols and etiquette knowledge.

Certification or Licensure Requirements

None required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 10/26/2018
