



**JOB INFORMATION**

Job Code	EA56A
Job Description Title	Coord I, University Events
Pay Grade	MC07
Range Minimum	\$44,050
33rd %	\$51,400
Range Midpoint	\$55,070
67th %	\$58,740
Range Maximum	\$66,080
Exemption Status	Exempt
Approved Date:	11/14/2025 9:06:18 AM

**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.
- 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

## RESPONSIBILITIES

- 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 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	Degree in Business Administration, Marketing, Communications, Public Relations, or related field	2 years of	Experience in event or program, coordination or management. Experience in a complex organization and supervisor experience preferred.

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knows fundamental concepts, practices and procedures of particular field of specialization.

## 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		

## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.