
Auburn University Job Description

Job Title:	Dir, Campus&Community Events	Job Family:	No Family
Job Code:	OC40	Grade 34:	\$45,100 - \$75,100
FLSA status:	Exempt		

Job Summary

Directs the public relations and marketing aspects of campus and community events and programs designed to enhance the image and mission of the University and maximize university visibility.

Essential Functions

1. Manages a balanced program of community and campus events designed to enhance the reputation, scope and influence of the University with internal and external constituents.
2. Develops and coordinates events specifically designed to foster interaction among the University's Board of Trustees, administrators, alumni, guests, faculty, staff and students- including special recognition programs, commencement, award ceremonies, and special guest tours.
3. Assists in the planning and execution of special engagements.
4. Designs, organizes, and manages logistics of all events, including designing invitations and programs, developing and managing guest lists, mailings, and responses, securing various vendors (entertainment, tenting, rentals, catering, security, parking), preparing event summaries, and coordinating committees and volunteer support services.
5. May be asked to assist with negotiating and securing travel and accommodations for internal and external dignitaries, particularly speakers/lecturers for commencement ceremonies or lectures series.
6. Maintain events calendar.
7. Forecasts, implements, and oversees all budget operations associated with community and campus events not managed by the presidential events office.
8. Oversees development and maintenance of a centralized, unified events management website and master events calendar.
9. Advises student leaders on correct event protocol for those events that include the broader campus and/or City of Auburn community.
10. Acts as liaison with city and community leaders for events such as parades, block parties, and shared efforts such as safety and visitor campaigns.

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.

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.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Design, Creative Arts, Marketing, Communications, Public Relations, or related field
Experience (yrs.)	6	Experience in public relations work and general office operations

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions 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 Required Knowledge

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

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 sitting, reaching, talking, hearing, handling objects with hands, .

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

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

Date: 12/2/2010
