



**JOB INFORMATION**

Job Code	OC41B
Job Description Title	Coord II, Campus&Comm Events
Pay Grade	MC08
Range Minimum	\$46,720
33rd %	\$56,070
Range Midpoint	\$60,740
67th %	\$65,410
Range Maximum	\$74,750
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	12/2/2010

**JOB FAMILY AND FUNCTION**

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

**JOB SUMMARY**

Coordinates and assists in all aspects of campus and community events and programs designed to enhance the image and mission of the University and maximize university visibility.

**RESPONSIBILITIES**

- Coordinates and assists with community and campus events designed to enhance the reputation, scope, and influence of the University with internal and external constituents.
- Coordinates and assists with events specifically designed to foster interaction among the university administration, community, alumni, guests, faculty, staff, and students-including special recognition programs, commencement, award ceremonies, and special guest tours.
- Coordinates the planning and execution of special engagements.
- Coordinates the event logistics, 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.
- May be asked to assist with negotiating and securing travel and accommodations for internal and external dignitaries, particularly speakers/lecturers for commencement ceremonies or lecture series.
- Assists in maintaining events calendar.
- Assists in maintaining a centralized, unified events management website and master events calendar.
- Advises clients on correct protocol and audio/visual design for events; assists with audio/visual support set-up for major presentations, events, and conferences.
- May collaborate with campus partners in the planning and execution of events for various units on campus.
- May provide general University information to event attendees.

**SUPERVISORY RESPONSIBILITIES**

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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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		Years of Experience	Focus of Experience	
Bachelor's Degree	No Specific Discipline.	And	2 years of	Experience in event planning, public relations, hospitality, and general office operations.	

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.

## 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		
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.