Auburn University Job Description

Job Title: Mgr, Engagement
Job Code: AA51
FLSA status: Exempt

Job Family: No Family
Grade 34: $45,100 - $75,100

Job Summary
Manages the planning, implementation and evaluation of special events and programs designed to increase engagement with the College of Business stakeholders, which includes alumni, donors, students, faculty and staff.

Essential Functions
1. Manages a balanced program of events for the College of Business designed to enhance the relationships and reputation with internal and external stakeholders.
2. Manages and oversees the Mentoring Program to promote alumni engagement by matching up students with a business mentor (AU graduate), fostering the mentor/mentee relationship and soliciting feedback through a formal evaluation process to improve the program.
3. Arranges and oversees events with guest speakers for luncheons and dinner engagements to foster engagement between alumni and the faculty, staff and students of the College of Business.
4. Manages and oversees the Auburn University Entrepreneurship Summit to recognize Auburn alumni-led companies and promote entrepreneurial business concepts within the student body. Collaborates with internal Colleges and Schools, as well as outside vendors to promote and manage the event.
5. 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.
6. May be asked to assist with negotiating and securing travel and accommodations for internal and external dignitaries.
7. Maintains events calendar and keep in sync with University master calendar.

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.
## Auburn University Job Description

### Minimum Required Education and Experience

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<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>Four-year college degree</td>
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<td>Degree in Communications, Marketing or Public Relations.</td>
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| Experience (yrs.) | 5                   | Experience in event planning, budgeting, negotiating with vendors, and strong interpersonal skills. |

**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.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

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

Job occasionally requires reaching,

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

**Date:** 8/24/2016