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## Auburn University Job Description

Job Title: **Admstr, Univ Event Database**

Job Family: No Family

Job Code: **AA97**

Grade 34: \$45,100 - \$75,100

FLSA status: Exempt

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### Job Summary

Reporting to the Special Events Director, the University Event Database Administrator oversees the development, maintenance, and management of the centralized, unified events management website and master events calendar. Monitors a large volume of event requests while providing a high level of customer service and support.

### Essential Functions

1. Acts as the first point of contact and customer service agent for all individuals submitting an event request in the Campus Event Planning System.
2. Responsible for monitoring and moving event requests through the approval process by partnering with the appropriate Campus Event Committee members. Exercises discretion and independent judgment in the evaluation of requests to ensure adherence to the University Events Policy. Keeps supervisor informed of potential challenges that may rise.
3. Monitors each project timeline and ensures committee members adhere to scheduled deadlines.
4. Conducts regular evaluations of the system and processes, contributing to the overall performance of the system by making recommendations for improvements to the policies and procedures.
5. Responsible for the development and implementation of a service plan designed to reach service goals for all special events.
6. May perform other duties as assigned.

### 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.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Marketing, Business, Hospitality, or related field of study.
<b>Experience (yrs.)</b>	3	Experience in Event Management or Systems Management

#### Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

#### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

#### Minimum Required Knowledge

Knowledge of event planning concepts and timelines. Basic computer skills. Ability to communicate effectively and maintain complex scheduling and calendars. Strong interpersonal and organizational skills.

#### Certification or Licensure Requirements

None required.

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### 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, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, .

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

Date: 6/7/2019

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