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## Auburn University Job Description

Job Title:	<b>Coord, Ath Hospty&amp;Spec Evts</b>	Level I	Grade 30 \$28,000 - \$46,700
Job Code:	<b>BB24</b>	Level II	Grade 31 \$31,300 - \$52,100
FLSA status:	Exempt	Level III	Grade 32 \$35,000 - \$58,400

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### Job Summary

Coordinates the operations of the hospitality venues, the premium seating area, and special events, located on and off campus for Auburn athletics.

### Essential Functions

1. Organize and manage event logistics that may include but is not limited to invitations, programs, securing vendors for rentals, entertainment, and security for Auburn athletic events.
2. Coordinates special events for Auburn athletics.
3. Assists with issues related to the hospitality venues and premium seating, with a special focus on customer relations, communications, sales, and problem solving.
4. Coordinates the support activities (catering and cleaning) of the hospitality venues and the premium seating areas in Auburn athletic facilities on game days and for special events.
5. Proofs brochures and other marketing information designated for donors and fans.
6. Resolves inquiries and customer problems that involve the Auburn athletic facilities.
7. Assists with leading, overseeing, and completing payroll of the premium seating area staff.
8. Assists with the coordination of alumni clubs and alumni events of former Auburn University athletes.
9. Assists in coordinating, marketing, and selling of athletic donor programs.
10. Assists with creating invoices for events held at Auburn athletic facilities.

### 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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## Auburn University Job Description

### Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact.	Knows fundamental concepts, practices and procedures of particular field of specialization.	Bachelors degree in discipline appropriate to position with no experience.
II	Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Bachelors degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
III	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.	Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.	Bachelors degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

\* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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### Minimum Required Education and Experience

- Level I**      Bachelors degree in discipline appropriate to position with no experience.
- Level II**      Bachelors degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III**      Bachelors degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

#### **Focus of Education**

Degree in Communications, Marketing, Hospitality, Management, Sports Management or related field

#### **Focus of Experience**

Experience in event planning, public relations and/or sports administration

#### **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 hospitality management to include event planning and scheduling.

#### **Certification or Licensure Requirements:**

None Required.

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### Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

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 standing, walking, sitting, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires reaching, climbing or balancing, and lifting up to 50 pounds.

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

Date:      6/22/2012

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