Auburn University Job Description

Job Title: Dir, Special Events
Job Code: EA62
FLSA status: Exempt

Job Summary
Directs a program of campus and community events designed to enhance the image and mission of the University and increase personal interaction of senior leadership, faculty, staff, students and community leadership.

Essential Functions
1. Manage a balanced program of community and campus events for the Office of the President designed to enhance the reputation, scope and influence of the University with internal and external constituents.
2. Develop and coordinate events specifically designed to foster interaction among the University's Board of Trustees, administrators, alumni, guests, faculty, staff and students - including special recognition programs.
3. Assists in the planning and execution of special engagements, including formal dinners and large receptions, at the President's Home and other venues.
4. Design, organize and manage 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 for the President and other key administrators; coordinating committees and volunteer support services.
5. May be asked to assist with negotiating and securing travel and accommodations for internal and external dignitaries.
6. Maintain events calendar and keep in sync with University master calendar.
7. Forecast, implement and oversee all budget operations associated with community and campus events for the office of the President.

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

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<tr>
<th>Education</th>
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<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>Degree</td>
<td>Four-year college degree</td>
<td>Degree in Design, Creative Arts, Marketing, Communications, Public Relations, or related field</td>
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| 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: 12/15/2011