
Auburn University Job Description

Job Title:	Spec Ev Ad Sup Spec Pres Of	Level I	Grade 30 \$28,000 - \$46,700
Job Code:	EA92	Level II	Grade 31 \$31,300 - \$52,100
FLSA status:	Exempt		

Job Summary

Provides varied and high level administrative and technical support for complex special events directly related to the President's Office.

Essential Functions

1. Creates and compiles information from various sources and prepares detailed reports in relation to high-visibility, complex special events for the President's Office.
2. Creates seating charts, serves as hostess, and handles special requests of guests at the President's Home, President's Suite, and other off-campus events.
3. Manages and coordinates the logistics of the President's Suite for all home games.
4. Coordinates all aspects of various Presidential awards, scholarship, and graduation events held annually and semi-annually.
5. Coordinates human resources activities such as paperwork submissions and applicant processing for the President's Home.
6. Serves as the technical resource consultant for the President's Home, Office of Special Events, and Board of Trustees Office in relation to IT/telephone processes, services, equipment, and installation.
7. Assists in creating agendas for events held by the President's Office; makes travel arrangements for events held outside of the President's Home in Auburn.
8. Tracks expenditures and prepares budget reports; makes purchases for the Office of Special Events and the President's Home as needed.
9. Represents the President's Office at Athletic Department meetings pertaining to Game Day planning.
10. Creates and maintains databases used in the planning and execution of special events.
11. Performs other duties as assigned by the President, Secretary of the Board, or the Director of Special Events.

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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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under general 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.	Bachelor's degree in discipline appropriate to position plus 2 years experience.
II	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.	Knows and applies advanced concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Bachelor's 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 Bachelor's degree in discipline appropriate to position plus 2 years experience.

Level II Bachelor's 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 Business Administration, Marketing, Communications, Public Relations, or related field

Focus of Experience

Experience in public relations work or high-level administrative support services

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:

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.

Certification or Licensure Requirements:

Valid Driver's License. Must be able to become certified in CPR (cardiopulmonary resuscitation).

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, talking, hearing, handling objects with hands, .

Job occasionally requires sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 11/2/2011
