

JOB INFORMATION

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| Job Code | OB05 |
| Job Title | Coord, Engagement |
| Pay Grade | MC08 |
| Range Minimum | \$45,000 |
| 33rd % | \$54,000 |
| Range Midpoint | \$58,500 |
| 67th % | \$63,000 |
| Range Maximum | \$72,000 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |

JOB FAMILY AND FUNCTION

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| Job Family: | Marketing, Communications, & Multimedia |
| Job Function: | Events |

JOB SUMMARY

Coordinates the planning, implementation, and organization of special events and programs designed to increase engagement, heighten awareness, and enrich a continuing relationship with the college or school's stakeholders, which includes alumni, donors, students, faculty, and staff.

RESPONSIBILITIES

- Develops, plans, and coordinates programs, special projects, and activities that may include but not be limited to alumni events, student outreach programs, career fairs, mentorship programs, K-12 grade initiatives, and open house events aimed at promoting engagement and increasing positive relationships with the department.
- Creates and maintains record of contacts and constituents. Builds relationships by developing and promoting interaction between department administration, business/industry partners, alumni, faculty, staff, and students.
- Identifies and recommends individuals, corporations, groups, or programs which qualify as prospective alumni, mentors, speakers, or donors.
- May plan and give tours to campus visitors including school fieldtrips, high school students, potential incoming students, parents, alumni, or industry partners.
- May research, design and compose content for dissemination through a variety of mediums, such as internal or external publications, brochures, posters, newsletters, websites, presentations, development/fundraising materials, press packages, or broadcast media.
- May provide high level administrative support to include (but not limited to) typing, filing, proofreading, scheduling meetings, minutes, making travel arrangements and processing expense vouchers, preparing reports, documents and presentations.
- Exercises discretion concerning highly sensitive and confidential information, disclosure of which would likely result in major disruption of operations and/or harm to university reputation and/or relationships with students or other internal or external groups or the general public.
- Maintains event calendar and keep in sync with College/School and University master calendars.

SUPERVISORY RESPONSIBILITIES

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| Supervisory Responsibility | May supervise employees but supervision is not the main focus of the job. |
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MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform the minimum requirements listed below, which are representative of the skill, and/or ability required.

MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|-------------------|-------------------------|-----|---------------------|--|--|
| Bachelor's Degree | No specific discipline. | And | 2 years of | Experience in public relations, donor relations, program management, or professional event planning. | |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of donor relations, event planning or program management including budget management, complex scheduling management, and ability to multi-task.

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired | |
|-------------------------|--------------------------------|------------|------------------|--|
| None Required. | | | | |

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing | | | X | | | |
| Walking | | | X | | | |
| Sitting | | | | X | | |
| Lifting | | | X | | | 25 lbs |
| Climbing | | X | | | | |
| Stooping/ Kneeling/ Crouching | | X | | | | |
| Reaching | | | X | | | |
| Talking | | | | X | | |
| Hearing | | | | X | | |
| Repetitive Motions | | | X | | | |
| Eye/Hand/Foot Coordination | | | X | | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold | | X | | | |
| Extreme heat | | X | | | |
| Humidity | | X | | | |
| Wet | | X | | | |
| Noise | | X | | | |
| Hazards | | X | | | |
| Temperature Change | | X | | | |
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

Vision Requirements:

Ability to see information in print and/or electronically.