

JOB INFORMATION

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

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

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.