AUBURN
Human Resources

Coord II, University Events

Job Description

JOB INFORMATION

Job Code	EA56B
Job Description Title	Coord II, University Events
Pay Grade	MC08
Range Minimum	$47,660
33rd %	$57,190
Range Midpoint	$61,950
67th %	$66,720
Range Maximum	$76,250
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/4/2012

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Coordinates University events at the President's Home, on-campus venues and off-campus facilities.

RESPONSIBILITIES

- Coordinates 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.
- Coordinates events specifically designed to foster interaction among the University's Board of Trustees, administrators, alumni, faculty, staff and students - including special recognition programs for outstanding achievements, inaugurations and commencement activities (ceremonies, honorary degree events, luncheons and dinners).
- Assists the University's First Lady in the planning and execution of special engagements at the President's Home: coffees, luncheons, and teas.
- Organize and manage logistics of 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.
- May be asked to assist with negotiating and securing travel and accommodations for internal and external dignitaries.
- Promote various events through media: internal and external publications; press conferences; university web-site.
- Maintain events calendar and keep in sync with University master calendar.
- Maintains and monitors budget operations associated with community and campus events for the office of the President.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Business Administration, Marketing, Communications, Public Relations, or related field		2 years of	Experience in public relations work and general office operations	

Substitutions Allowed for Experience	Yes

Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	

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					
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		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

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