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## Auburn University Job Description

Job Title:	<b>Coord, Campus&amp;Comm Events</b>	Level I	Grade MC07 \$41,600 - \$62,400
Job Code:	<b>OC41</b>	Level II	Grade MC08 \$45,000 - \$72,000
FLSA status:	Exempt	Level III	Grade MC09 \$50,600 - \$81,000

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### Job Summary

Coordinates and assists in all aspects of campus and community events and programs designed to enhance the image and mission of the University and maximize university visibility.

### Essential Functions

1. Coordinates and assists with community and campus events designed to enhance the reputation, scope, and influence of the University with internal and external constituents.
2. Coordinates and assists with events specifically designed to foster interaction among the university administration, community, alumni, guests, faculty, staff, and students-including special recognition programs, commencement, award ceremonies, and special guest tours.
3. Coordinates the planning and execution of special engagements.
4. Coordinates the event logistics, 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, and coordinating committees and volunteer support services.
5. May be asked to assist with negotiating and securing travel and accommodations for internal and external dignitaries, particularly speakers/lecturers for commencement ceremonies or lecture series.
6. Assists in maintaining events calendar.
7. Assists in maintaining a centralized, unified events management website and master events calendar.
8. Advises clients on correct protocol and audio/visual design for events; assists with audio/visual support set-up for major presentations, events, and conferences.
9. May collaborate with campus partners in the planning and execution of events for various units on campus.
10. May provide general University information to event attendees.

### 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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## Auburn University Job Description

### Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact.	Knows fundamental concepts, practices and procedures of particular field of specialization.	Bachelor's degree in discipline appropriate to position with no experience.
II	Under close 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, with awareness of related fields.	Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
III	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.	Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.	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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## Auburn University Job Description

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### Minimum Required Education and Experience

- Level I** Bachelor's degree in discipline appropriate to position with no experience.
- Level II** Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** 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

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Degree in Business, Marketing, Communications, Public Relations, or relevant field.

#### Focus of Experience

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Experience in event planning, public relations, hospitality, and general office operations.

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

#### Minimum Required Knowledge

See Job Family Levels

#### Certification or Licensure Requirements:

None Required.

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### 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 and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires 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: 12/2/2010

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