

University of Houston – Clear Lake

Position Description

Job Title: **Events Assistant**

Job Code: **2833**

Pay Grade: **010**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Associate's degree in related field.	Associate's degree and experience in events planning
Experience	One year experience in event planning and two years with PowerPoint, Word, and Excel.	One year experience in higher education.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Assist the Assistant Director of Admissions, Special Events with overall planning of all admission events and tours. Events include but not limited to UHCL Open House, Pearland Open House, Admission Previews, Saturday Campus Visit Days and Freshmen events. Tour assistance includes arrangements for individual tours, group tours and larger campus visit days.

Duties and responsibilities	% Time
Responsible for assisting with coordination of all events originating in the Office of Admissions for the Clear Lake and Pearland campuses including notification to prospective attendees, coordination with facilities, food services and other offices involved in the events. Assist personnel needed for events including speakers and faculty presenters, sign language interpreters, fire marshals, etc. Assist with promoting events, arranging décor, setting-up, and cleanup. Assist in the design and production of fliers, invitations and support materials for the events. Assist in creating the reports summarizing the events.	60
Responsible for assisting with the campus visit program which includes; scheduling group visits, updating the campus visit web page, scheduling tours and maintaining tour reports.	20
Assists with the data management of events in People Soft.	10
Provides some guidance to Student Recruiters; other related duties as assigned.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.