

University of Houston – Clear Lake

Position Description

Job Title: **Coordinator, Special Events**

Job Code: **3812**

Pay Grade: **030**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree or equivalent combination of education and experience.	Bachelor's degree.
Experience	One year experience in event planning or similar activities. Experience working with budgets. Working knowledge of the following software: Microsoft Word, Excel, Access and PowerPoint.	Two years experience working in higher education.
License/Certification		

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

POSITION SUMMARY

The Coordinator, Special Events will coordinate and manage alumni/community-related/student engagement events and activities, from planning to execution to timely follow-up . This includes publicizing, executing and evaluating special events, negotiating contracts, working with contractors and vendors, recruiting and managing volunteers and establishing and maintaining collaborative relationships with campus and community partners. Good-humored, team spirited personality a must. Must work well with people and be skilled in event planning and understand the role of events in relationship building.

Duties and responsibilities	% Time
Responsible for coordinating and being part of a leadership team for events originating in the Office of Alumni and Community Relations, including: notification to prospective attendees; design/selection of facility space for events; coordination with facilities, food service/catering and other offices involved in the event; initiates and negotiates contracts with internal and external constituents; obtains outside personnel as needed for events including speakers and presenters, safety personnel, etc. Promotes the events, arranges decorations, set-up and tear down, works with the Office of Communications in the creation of brochures, programs and marketing material; assists with design and production of flyers, invitations, and support materials for the event; submits a detailed report to the Director of Alumni and Community Relations after each event. Manages all aspects of events to ensure established goals and objectives are met.	40
Works with Director of Alumni and Community Relations and office staff to establish event plans and budgets and helps ensure compliance.	20
Collaborates with internal and external constituents on the development and implementation of programs.	20
Oversees development and implementation of the event management plan which consists of maintaining database of registrations and development of communication plan for special events (telephone calls, letters, mail outs, etc.).	10

Performs special projects and assists in the development and implementation of various programs as assigned by the Associate Vice President of Institutional Advancement and/or Director of Alumni and Community Relations. Other duties as assigned.	10
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This position description describes the general qualifications, duties and responsibilities of work being performed.