

JOB INFORMATION

Effective Date	6/6/2022
Job Code:	3813
Job Title:	Coordinator, Outreach
Salary Grade/Structure:	030 - Admin-Professional
Career Level Name:	P1 - Entry Professional
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	
Job Family:	
Job Summary	The Outreach Coordinator is responsible for the execution of signature programs and events for College of Business students. Works with and provides guidance and support as the College of Business contact for programs and events hosted by University Advancement, Strategic Partnerships, and Enrollment Management. Leads the development and execution of communications with students across multiple channels. Performs administrative duties, as needed, and provides first line of service for degree program constituencies.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	Marketing, Public Relations, or Communication.	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Experience in event planning and outreach communication.	Required	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Certified Meeting Planner (CMP)	Upon Hire	Preferred	

Knowledge, Skills and Abilities

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	KSAs			Proficiency
	• Knowledge of event planning and promotional communications strategies.			Skilled
	• Working knowledge of Microsoft applications such as Word, Excel, PowerPoint, and Acrobat.			Skilled
	• Familiarity with web editing applications, social media applications (Hootsuite or similar).			Skilled
	• Ability to prioritize tasks and balance multiple priorities.			Skilled
	• Ability to meet deadlines and solve problems.			Skilled
	• Ability to gather and organize information.			Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Prepare and disseminate written and graphic content for communication to students using both electronic and physical electronic channels.	15%
• Serve as Coordinator for graduate program student networking events, guest speaker events for COB academic programs, and session host for welcome events.	45%
• Research and prepare reports on aspects of competitors programs. Develop, implement, and report results from annual surveys of students. Prepare survey reports to U.S. news and other media surveys.	25%
• Maintain LinkedIn, all other social media profiles for programs, and College website.	10%
• Other related duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	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			

Travel Requirements

Estimated Amount	Brief Description