JOB INFORMATION

Effective Date	8/20/2021
Job Code:	2833
Job Title:	Events Assistant
Salary Grade/Structure:	020 - Admin-Professional
Career Level Name:	S1 - Entry Support
FLSA Name:	Exempt
EEO Code:	40-Clerical and Secretarial
Job Function:	Administrative Support
Job Family:	Admin Support
Job Summary	The Events Assistant supports the Assoc. Director of Admissions, Campus Visit, with overall planning of all admissions events and tours. Events include, but not limited to, Open House, Discover UHCL, Grad. Preview, Pearland Open House, Healthcare Admin. Open House, Admissions Preview, Saturday Campus Tour, Admitted Student events, daily campus tours, group campus visits. Campus Tour assistance include arrangements for indiv. tours, group tours, and larger events.

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	
High School Diploma or GED		Required	
Associate's Degree		Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs		Required	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	

Knowledge, Skills and Abilities

	KSAs	Proficiency
•	PC Windows, Word, Excel, Publishing Photoshop, PeopleSoft, CRM	Skilled
•	Interpersonal skills, oral/written communication	Skilled
•	Ability to incorporate events & tours in order to meet enrollment goals	Basic

JOB RESPONSIBIILTIES

Campus Security Authority   ☒

Remote Work Capable   ☐

Essential Functions

	Essential Function	% TIME
•	Responsible for assisting with coordination of all events through the Office of Admissions (Clear Lake, Pearland, TMC).	40%
•	Responsible for assisting with campus visit programs which includes: scheduling group visits, updating campus visit web pages, scheduling tours, supporting group tours chaperons during visits.	30%
•	Assist in creating events reports, includes tour reports.	10%
•	Assist with front counter representation and data entry as it pertains to events and tours in PeopleSoft and CRM	10%
•	Provides support and guidance to recruitment staff.	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				
Pulling		X				
Climbing		X				

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Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
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

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