

JOB INFORMATION

Effective Date	5/4/2022
Job Code:	3812
Job Title:	Coordinator, Special Events
Salary Grade/Structure:	030 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Communications
Job Family:	Public Relations
Job Summary	The Coordinator, Special Events will coordinate and execute events supported by the Office of Special Events for fundraising, alumni engagement, faculty support, student engagement, and community partnership needs. Responsible for managing a tracking system for assessment purposes, manage event scheduling, contact and coordinate students, faculty, donors and community clients to define event planning roles, identify and secure vendors, acquire necessary quotes, meet with venues to set up event logistics, complete payment reconciliations, screen internal/external requests, make recommendations to supervisor, and lead event planning as directed by supervisor.

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		Required	
Bachelor's Degree	Degree in Liberal Arts or Business Administration.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	Progressive experience in coordinating activities and events in support of education.	Required	
Less than 3 yrs	Demonstration of success with light budget responsibility, working with vendors and internal procurement departments; event planning and execution.	Preferred	

Licenses and Certifications

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

Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of event logistics planning (vendors, list orders, budgeting, etc.).	Skilled
• Knowledge of campus programs and university procurement policies and procedures.	Skilled
• Knowledge of special event protocols and best practices.	Skilled
• Working knowledge of Microsoft Office, PowerPoint, Qualtrics, and familiarity with design programs. Experience with UHS CRM and PeopleSoft.	Proficient
• Experience with A/V handling, digital/virtual environment coordination (facilitating webinar-based activities in support of events, or as the event).	Skilled
• Excellent written and oral communication; and providing accurate information.	Skilled
• Organized and focused on nuances of specific tasks that advance events to meet objectives.	Skilled
• Workflow awareness that supports UA team members and timeliness of project completion.	Skilled
• Problem-solving ability based on sound judgment and ability to follow direction from supervisor and team members.	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Coordinates detailed event activities (including but not limited to donor events, conferences, and external customer events), registration, presentation items and information materials. This is most effectively accomplished via direct meetings with event customers.	10%
• Assists with conceptualization and organization of events, ensures accuracy and timeliness of list orders (invitation/sponsors), guest lists, invitations, programs and other printed or digital event materials.	10%
• Initiate search for event entertainment, venue, products, and prepares contracts and other procurement instruments for services as assigned. Researches payment issues with internal and external vendors and coordinates collection of necessary approvals for all event costs in collaboration with the Director of Special Events. Monitors event budget availability against department expectations.	10%
• Coordinates property inventory and serves as property custodian for the Special Events department.	10%
• Takes the lead on developing and undertaking event set-up during weekdays, after-hours and on weekends, which is frequent, engage volunteers and staff to complete set-up, problem-solve with overall event issues, ensure team members responsibilities are known and understood to ensure appropriate decision-making by supervisor. Time availability must mirror supervisor's.	15%
• Will work with students, donors, alumni and academic partners to recruit volunteers as directed by supervisor; provide independent and assigned direction and support to assigned partners and volunteers as needed. Directly support UA fundraising team on related events.	10%
• Utilize design skills to draft invitations, programs and other concepts that accentuate event elements; create online information gathering vehicles to capture customer satisfaction (surveys) and manage their deployment and intake of information for departmental evaluation and the development of future best practices.	10%
• Consult with other UA team members, specifically the development and alumni relations departments, to formulate event plans, provide event design recommendation in consultation with supervisor, and develop execution plans for resulting event. Provide post-event reporting, and analysis of event strategy from an Office of Special Event perspective.	10%

Essential Functions

Essential Function	% TIME
• Maintain a high-level of professionalism and discretion before, during and after event production.	10%
• Other related duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	Yes
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				
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		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description
10%	To related College of Business events as needed.