

The University of Akron
Classification Specification

| | | | |
|-------------------------|--------------------------------------|------------------|----------------|
| Job Title: | Coord Events | Job Code: | 41221 |
| Job Function: | Staff | Grade: | 117 |
| Job Family: | Classified | FLSA: | Non-Exempt |
| SOC Description: | 1000 Administrative Support Division | Date: | 1/04;4/01;7/99 |

Job Summary:

Coordinates special events, projects, and meeting arrangements for the department while preparing reports and maintaining records. Develops promotional materials and informational materials for various departmental activities.

Essential Functions:

40% Coordinates various conventions, meeting arrangements, special events, and projects for the department by providing detailed plans, performing research, and directing daily activities. Acts as a liaison between visiting speakers and administrators/faculty.

25% Oversees the development and production of informational materials and promotional materials for departmental events. Directs the dissemination of materials and responds to inquiries regarding event information.

15% Provides direction and supervision to departmental employees and advises volunteers or assistants regarding event preparation.

10% Performs administrative duties including writing grants, writing legal contracts and honorariums, preparing reports, processing donations, proofreading letters, and attending staff meetings.

8% Acts as a liaison between various groups as well as a host/hostess for special events. Represents the department at committee meetings and functions when necessary. Arranges or provides transportation for visiting speakers. Arranges accommodations for visiting speakers.

2% Attends conventions, work shops, or instructional courses to maintain an understanding of current job trends and modern technology.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 4 years experience in public relations and event planning. Strong organizational, communication, and computer skills including word processing, and spreadsheets required. Ability to perform purchasing and budgeting duties as well as supervisory duties required. Desktop publishing skills preferred.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.