

Spec. Code	5009
Occ. Area:	01
Work Area:	000
Prob. Period:	12 mo.
Prom. Line:	None
Effective Date:	05/01/19
Last Action	New

## **EVENTS ADMINISTRATOR ASSOCIATE**

### Function of Job

Employees perform duties involved in all phases of planning, implementing, and are responsible for public and private events management and guest relations. Responsible for coordinating the logistics of the upcoming events; including supervision and staff development, policy interpretation, preparation of the budget, executes internal and external contracts and obligations. Working under administrative supervision from a designated senior administrator.

### Characteristic Duties and Responsibilities

An Events Administrator Associate typically:

1. primarily responsible for the day-to-day operations of the event, including directing the physical planning and logistics for the event;
2. consults with clients in advance of event to determine objectives and requirements for event needs;
3. directs or coordinates services for events, such as accommodations, facilities, catering, signage, displays, special needs requirements, printing and security; acts as a liaison between Events Services and internal and external units to translate expectations into deliverables;
4. oversees pricing structure and revenue reporting; develops internal and external client contracts and ensures contractual obligations;
5. serves as primary advisor regarding overall event development, management, and operations of the unit;
6. exercises authority for development, administration of events; responsible for implementing operational policies and procedures for managing daily administrative matters;
7. directs or coordinates the recruitment, training, and management of work assigned to staff; staff development and supervision;
8. establishes controls and guidelines to maintain costs within budget limits; monitors invoices; tracks income and expense activity;

9. develops and executes internal and external client contracts and ensures fulfillment of contractual obligations; determines guest list based on event purpose and campus protocol;
10. performs other related duties as assigned.

#### MINIMUM ACCEPTABLE QUALIFICATIONS

##### CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree in Hospitality, Marketing, Public Relations, Communications, Business Administration, Student Affairs, or a closely related field.
2. A total of one (1) year (12 months) professional work experience in Event Planning, Conference Management, Public Relations, Communication, Marketing, or any other related field.
3. Based on position requirements, additional education, training and/or work experience in the area of specialization inherent to the position, may be required.

##### KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
2. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
3. Skill in analyzing information and evaluating results to choose the best solution and solve problems.
4. Skill in scheduling events, programs, and activities, as well as the work of others.
5. Skill in oral and written communication.
6. Ability to adjust actions in relation to others' actions.
7. Ability to listen to and understand information and ideas presented through spoken words and sentences.
8. Ability to apply general rules to specific problems to produce answers that make sense.
9. Ability to develop specific goals, plans to prioritize, organize, and accomplish tasks.
10. Ability to work effectively with staff, the public, and outside constituency groups.
11. Ability to effectively plan, delegate, and supervise the work of others.
12. Ability to utilize various computer software packages, such as accounting software, query, etc.

13. Ability to work independently and exercise judgment in order to be able to analyze and investigate a variety of questions or problems.
14. Ability to analyze and develop guidelines, procedures, and systems.