

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: ASSISTANT COORDINATOR, SPECIAL EVENTS

Reports To: Designated Supervisor

UW Job Code: 3117

UW Job Family: 32 – Administrative Support

SOC Code: 13-1121

FLSA: Non-exempt

Pay Grade: 17

Date: 6-29-17

JOB PURPOSE:

Plan, perform, coordinate, and schedule special event services for department; including physical set-ups for activities and events.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform, coordinate, and supervise event setups.
- Coordinate with customers during events to ensure needs are met.
- Assist with hiring, training, supervision, and evaluation of support staff.
- Assign, direct and inspect the work of support staff; develop training schedules for new personnel.
- Assist with preparing and managing budget for personnel services, support inventory, and operating supplies.
- Maintain inventory records and order supplies; work with vendors as needed.
- May recommend equipment purchases.
- Communicate University and Wyoming Union policies and procedures to staff and customers.
- Communicate University, department and state regulations and standards for safety and sanitation to staff; monitor compliance.
- Provide courteous communication, assistance, and interaction with customers.

SUPPLEMENTAL FUNCTIONS:

- Participate in staff meetings to coordinate operational functions, building usage and special event arrangements.
- Take appropriate action on personnel records and payroll forms.

COMPETENCIES:

- Attention to Detail
- Developing Organizational Talent
- Service Orientation
- Meeting Membership
- Quality Orientation
- Individual Leadership

MINIMUM QUALIFICATIONS:

Education: **Associate's degree**

Experience: **2 years work-related experience, including previous supervisory experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Applicable university, state and federal regulations, policies and procedures.
- General maintenance methods, techniques, equipment, supplies and tools.
- Building and facilities maintenance, safety and security.
- Occupational hazards and safety precautions of the trade.
- Staff hiring procedures.
- Project management principles, practices, techniques, and tools.
- Customer service standards and procedures.
- Supplies and equipment ordering and inventory control.
- Technical event arrangement requirements including sound and lighting systems, or other specialized equipment.
- Special events set up and tear down.
- Computers and associated software.

Skills and Abilities to:

- Communicate effectively, both orally and in writing.
- Read, understand, follow, and enforce safety procedures.
- Supervise and train staff, including organizing, prioritizing, and scheduling work.
- Determine and coordinate staffing needs for regularly scheduled, emergency and special events.
- Work as a team member and foster a cooperative work environment.
- Lift and/or manipulate objects weighing up to 100 pounds regularly.
- Set up facilities to customer specifications.
- Maintain thorough and accurate records.
- Organize resources and establish priorities.
- Manage projects to meet multiple and potentially conflicting timelines.

- Resolve customer complaints and concerns.
- Schedule events and/or facilities usage.

WORKING CONDITIONS:

Various in/outdoor environments; occasional exposure to mechanical, electrical and chemical hazards; regularly subject to dirt, dust, noise, fumes, odors, confined spaces and elevated heights.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.