

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: COORDINATOR, SENIOR, SPECIAL EVENTS

Reports To: Designated Supervisor

UW Job Code: 3109

UW Job Family: 32 – Administrative Support

SOC Code: 13-1121

FLSA: Exempt

Pay Grade: 22

Date: 6-22-17

JOB PURPOSE:

Manage, coordinate, promote, maintain and evaluate special events, programs and projects on campus, across the state and nationwide to a wide variety of constituents including the Board of Trustees and other VIPs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage and coordinate programs, events, conferences and activities including, but not limited to hosting events, marketing, communications, photography, publications and website for marketing programs/events.
- Plan logistics and negotiate contracts with respect to budgets for events, accommodations, entertainment, transportation, facilities, technology, equipment, logistical requirements, printing, food and beverage, and other related issues, within University and other required guidelines (state, federal, NCAA, etc.).
- Develop and lead planning sessions, oversee meetings, scheduling and information dissemination.
- Monitor budget and expenditures; assist with budget planning, purchasing and inventory needs.
- Coordinate and produce special reports, proposals and analyses for management.
- Maintain graphic standards and oversee consistency of branding marketing efforts; maintain records.
- Perform informal and formal event surveys. Document satisfaction and implement improvements for future events.
- Represent UW at various community and/or business meetings and serve on committees.
- May oversee direct staff and/or coordinate and train volunteers who work on events and programs.
- Address guest questions and complaints and work to reach a resolution.
- May arrange entertainment or guest speakers for events and promotions.
- May perform stewardship activities, as directed.

SUPPLEMENTAL FUNCTIONS:

- Perform miscellaneous job-related duties as assigned.
- Attend and participate in training and other professional development activity.
- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.
- Assist in development or revision of policies, procedures, guidelines or associated documents within assigned areas.

COMPETENCIES:

- Quantity of Work
- Innovation
- Conflict Management
- Delegating Responsibility
- Quality Orientation
- Strategic Planning

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **At least 5 years work-related experience**

Required licensure, certification, registration or other requirements: **Valid driver's license**

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong oral and written communication skills.
- Exceptional organizational and time management skills.
- Excellent interpersonal skills and strong commitment to customer service.
- High level of problem solving and conflict resolution skills.
- Ability to communicate effectively and develop interpersonal relationships with diverse audiences.
- Ability to manage multiple projects and meet demanding deadlines.
- Ability to effectively negotiate.
- Knowledge of applicable University, Federal and State laws and regulations.
- Knowledge of financial, budgeting and procurement policies and procedures.
- Extensive knowledge of event planning and detail coordination methods, techniques and practices.
- Comprehensive knowledge of public relations and communication principles, media, direct mail and marketing techniques.
- Extensive knowledge of program/event/conference requirements including room assignments, registration, special equipment and other set-ups.

WORKING CONDITIONS:

- Work is normally performed in a typical interior/office work environment.
- Significant travel to event sites.
- Very limited exposure to physical risk.
- Physical effort required.
- Will be required to work a flexible schedule, including nights, weekends, and holidays.
- May be required to work an on-call schedule.

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.