

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: SPECIAL EVENTS COORDINATOR

Reports To: Designated Supervisor

UW Job Code: 3108

UW Job Family: 32 – Administrative Support

SOC Code: 13-1121

FLSA: Exempt

Pay Grade: 20

Date: 3-7-11

JOB PURPOSE:

Plan and coordinate the logistics for events including scheduling, travel, transportation, facilities, technology, equipment, itineraries, food and beverage and other related issues for designated area; develop, or revise information on news releases, brochures, pamphlets, leaflets and other related communications; monitor budget and expenditures for assigned area; assist with budget planning, purchasing, and inventory needs of the assigned area; work independently, under limited supervision. Assist with special projects as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- For a large department, the predominate function (over 65%) for this position consists of planning logistics and negotiating contract(s) with respect to budgets for travel, and/or events, accommodations, entertainment, transportation, facilities, technology, equipment, logistical requirements, printing, food and beverage, and other related issues, within University, and other required (state, federal, NCAA, etc.) guidelines.
- Develop, or revise information on news releases, brochures, pamphlets, leaflets and other related publications.
- Coordinate department schedules and information dissemination.
- Monitor budget and expenditures for assigned areas; assist with budget planning, purchasing, and inventory needs for assigned areas.
- Some positions may attend events to ensure on-site full-time presence, and to coordinate event activities.

SUPPLEMENTAL FUNCTIONS:

- Assist in development or revision of policies, procedures, guidelines or associated documents within assigned areas, as directed.
- Guide office staff on practices and procedures.

- Assist with special projects, as directed.

COMPETENCIES:

- Strategic Planning
- Independence
- Integrity
- Formal Presentation Skills
- Innovation
- Adaptability

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **2 years work-related experience**

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Special events planning and detail coordination methods, techniques and practices.
- Public relations and communication principles, media, direct mail, and marketing techniques.
- Program/event/conference requirements including room assignments, registration, and special equipment or other setups.
- Publishing procedures and requirements.
- Project planning and methods and practices.
- Applicable university, federal and state rules and regulations.
- Editing theory, practices and techniques.
- Cost analysis techniques.
- Financial/Budgetary methods and practices.
- Conference/event facilities, technology, and equipment.
- Customer service standards and procedures.
- Meeting and event planning principles, requirements, procedures, and available resources.
- Catering facilities and equipment requirements for a range of event sites.
- Computer spreadsheets and other related applications.
- Space allocation practices.
- Procurement rules and regulations.
- Public institution purchasing principles, procedures, regulations, and standards.

Skills and Abilities to:

- Communicate effectively and develop interpersonal relationships with diverse audiences.
- Work with a variety of clients to ascertain and meet a variety of needs.

- Effectively negotiate.
- Manage multiple projects with different deadlines. Exceptional organizational and time management skills.
- Develop event budgets, track expenditures and revenues.
- Work effectively with diverse populations.
- Interpret, adapt and apply guidelines and procedures.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Communicate effectively, both orally and in writing.
- Foster a cooperative work environment.
- Work events at night and/or weekends.
- Basic, routine, and advanced creation, composition, and editing of publications and articles, with layout capability.
- Work as a team member and foster a cooperative team environment.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment; regular exposure to video terminal displays.

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.