



DATE ISSUED: 04/18
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Coordinator of Events, Outreach, and Communications

JOB SUMMARY

Performs highly responsible and confidential event planning and communication tasks in the Chancellor's Office. Responsibilities include, coordinating and directing events hosted/sponsored by the Chancellor's Office on and off campus, serving as Regents' Liaison, while providing support during all events related to the Board of Regents. Other responsibilities include, but not limited to providing outreach to partners and external university constituencies, including maintaining websites, social media, and other online data for the Chancellor's Office. Work is performed under general supervision of the chancellor and president and performance evaluation is based upon completion of assignments and result obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the university policies and procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Chancellor and President

Supervises: No supervisory responsibilities

ESSENTIAL DUTIES - *May include, but not limited to the following:*

Correspondence

- Coordinates outgoing correspondence, documents, forms and information for administrators, faculty, students, staff, alumni, and various publics.
- Maintains and updates chancellor's contact lists.
- Sends congratulatory letters and certificates to new presidents and/or chancellors upon receipt of announcements and/or inauguration save the dates/invitations.
- Prepares thank you notes for signature from the chancellor.
- Proofreads outgoing communications; formats and sends communications through the appropriate channels.

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- Manages legislative-coordinator e-mail inbox.
- Chancellor's liaison for members of the board of regents.

Coordinate and direct events hosted/sponsored by the Office of the Chancellor and President (on and off campus)

- Coordinates with key administrators involved.
- Makes venue reservations, submits and coordinates catering orders (e.g., quarterly meetings of the TWU Board of Regents).
- Sends invitations (most commonly via e-mail).
- Coordinates publicity with Marketing and Communications.
- Receives RSVP lists, notify chancellor of attendees and VIPs.
- Schedules/coordinates speakers and special guests attending.
- Coordinates pick-up/delivery/set-up and clean-up of all items (tables, chairs, sound systems, flowers, etc.)
- Monitors expenses and updates staff as needed.
- Follows-up: media, thank you notes, etc.
- Copies/maintains scripts for major events (e.g., commencement).
- Orders and maintains inventory for chancellor's gifts.
- Participates as member of the Commencement Committee.
- Works with chancellor on speaker selection and then communicate to secure speakers and coordinates all arrangements.
 - Maintains an ongoing potential speaker list to pull from – updates each semester.
 - Assists with verifying accuracy of commencement scripts.
 - Prints and prepares scripts for chancellor in advance of each commencement ceremony.
- Performs Campus VIP golf cart tours as requested by chancellor.

Websites, social media, other online data, and special projects

- Maintains the chancellor's website reflecting the events the chancellor has participated in and the community correspondence she sends out.
- Updates the chancellor's bio and CV.
- Updates the chancellor's wikipedia article.
- Keeps up with news and social media to keep the chancellor and her followers informed of key information that supports the TWU and chancellor's brand identity.
- Works with Marketing and Communications to develop and implement social media tactics.
- Maintains websites for the University Administrative Committees.
 - Oversees annual university administrative committee's membership drive and appointment process.
 - Consults with university administrators, faculty and staff assemblies as appropriate.
- Assists the chief of staff with special projects as requested.

ADDITIONAL DUTIES

- Performs campus VIP golf cart tours as requested by the Chancellor and President.
- Performs other duties as requested.

EDUCATION

Bachelor's degree required.

EXPERIENCE

Eight years of progressively responsible events planning or related experience. Experience with webpages and social media platforms. Additional job-related education may substitute for the required experience on a year-for-year basis.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- High level of trust and respect for confidentiality.
- Strong interpersonal skills in working with regents and VIPs.
- Working knowledge of office practices and methods.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Represents the office and university in a friendly, courteous, and professional manner.
- Proficient with technology and office software packages.
- Proficient with social media platforms, including Facebook, Twitter, and Instagram
- Communicates effectively via social media.
- Working knowledge of html and digital design concepts.
- Ability to continually learn and grow according to the needs of the position.
- Ability to use a personal computer and other office equipment, including university related software and email.

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PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

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Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.