



DATE ISSUED: 01/18
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Coordinator, Special Events

JOB SUMMARY

This position oversees a majority of summer camps and conferences and other external events on campus. It will also facilitate internal events on campus which require certain logistics such as tables, chairs, catering, etc. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Associate Director, Conference Services

Supervises: May supervise student assistants

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

- Coordinates designated internal and external summer camp operations.
- Coordinates logistics for all external events in the Margo Jones Theater.
- Coordinates details of selected internal and external events in Margo Jones including Orientation.
- Coordinates details of external events in Pioneer Hall.
- Assist with scheduling and/or processing reservation requests.
- Coordinates scheduling of special outdoor areas including Pioneer Park, Pioneer Woman Circle and CFO Lawn.
- Serves as the point of contact for all business related to the First Ladies Dress Collection.
- Monitors and informs department of laws and requirements associated with minors on campus.
- Prepares and initiates invoices, IDT's, and billing for services rendered in scheduled venues.

- Prepares and distributes monthly schedules for reserved venues.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Bachelor's degree required. Master's degree preferred.

EXPERIENCE

Two years in an administrative position, preferably in conference services and emphasis in event management and scheduling.

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:

- Ability to plan, direct, and evaluate a complex operation, using human resources power, time, funds and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to establish and maintain effective work relationships with students, faculty, staff and the public.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to work with a diverse student population.
- Ability to handle multiple projects.
- Recurring peak periods of work, irregular hours, short deadlines, and limited staff require a substantial level of stamina.
- Ability to provide attention to detail.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.

- Ability to work a flexible schedule.
- Ability to respond to emergency situations in a timely manner.
- Ability to use a personal computer and other office equipment, including university related software and email.

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: _____

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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.

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.