

Administrative Professional Position Description



Section 1: Employee and Position Information

Position description effective date: _____ HRIS position number: _____

Incumbent name: _____

Position title: Project and Events Coordinator

Position is located in (city, state) La Grande, Oregon On EOU Campus? Yes No

Percent of time necessary and regular travel is *required* : <10% 10-20% 25-40% 45-55% 60-75% >75%

Shift assigned to: Day Swing Graveyard Other: _____

Is position *frequently* subject to “call back” obligations? Yes No

Division name: Student Affairs

Department/College name: Planning and Events

Supervisor name: Beatrice Gerogifas

Supervisor’s title Director of Campus Activities

FTE: 1.0 Annual employment basis (# of months per year): 12 mos.

Section 2: Summary of Position Purpose

Describe this position in context of its department/college mission and goals. (Text boxes will expand as needed.)

Purpose this position exists:

Position provides active planning and event coordination expertise to the Student Affairs Division across departments, providing multiple kinds of event related expertise and assistance whenever assigned. Position reports to Director of Campus Activities. Core of position is servicing SA event planning needs, coordination of campus resources, venue management, and ensuring smooth, successful activities are produced for all SA events, training, and program activities.

Summarize the primary activities this position is responsible for doing:

- Coordinate events (meetings, trainings, and conferences) planning including all aspects of event preparation, promotions, venue setup, onsite-event support, personnel supervision, and event strike.
- Support events, training, and program activities of other divisions and departments conducting events in conjunction with SA.
- Provide administrative support functions and backup to the coordinator team and project leads for continuous improvement of Division event effectiveness including document management and registration.
- Provide departmental project and administrative professional communication and customer service as assigned.

Summarize the primary outcomes this position is responsible for accomplishing:

- Provide diligent and focused onsite customer service and expertise necessary to ensure customer event success.
- Compliance with all campus policies and procedures.

Section 3: Position Duties in Detail

Essential Duties are those that are core to position's value to the department/college and necessary to complete the position's work. Include any duty that comprises 5% or more of position's overall importance. Be clear and complete when describing Essential Duties. (Text boxes will expand as needed.)

Essential functions/roles:

- Develop a collaborative program of events (weekly and/or bi-monthly) including comedy, small concerts, lectures, performing arts, multicultural programs, movie nights, and other special events which include assessing each of the events for a learning outcome, value to the student or campus community.
- Collaborates and coordinates with the various campus departments to develop, plan, market, and produce a variety of events.
- Plan and execute fundraising events on an annual cycle which including, but not limited to, a student awards dinner, Frisbee golf tournament, five student club conference and recognition events, and multiple spontaneous student club-driven events.
- Help solicit event sponsorships through cultivation of corporate/business relationships and manage auction donations and other in-kind support for fundraising events.
- Manage the creation and production of all print and digital event collateral materials in coordination with the Director of Student Activities through concept, design, print, mail and follow-up.
- Plan and execute event marketing, outreach and social media.
- Manage volunteer event planning committees in coordination with the Director of Student Activities.
- Manage event vendor relationships and volunteer event staff to ensure smooth execution at events
- Responsible for maintenance of electronic event registration and event-donor software.

Essential decision-making responsibilities:

- Exercises independent judgement and organizing skills necessary to ensure successful customer events.
- Produces and manages event budgets including tracking revenue, expenses and forecasts.
- Coordinates and communicates with appropriate departments to schedule space, audio visual, and food/beverage for specific programming logistics.
- Works with the university risk management department (when appropriate) to insure the proper insurance is procured for the type of event being offered.
- Works with the individual artists or companies to insure the event contract is complete with all the necessary insurance requirements and financial information.
- Provides strategic direction for new special events in surrounding counties to nurture existing relationships with and develop new supporters of commercial and industry university community organizations.

Essential supervisory duties:

This position has no supervisory responsibilities.

Essential relationships – internal and external to the University:

- Departmental administrative personnel across entire campus
- Student leaders, club personnel and students
- External vendors
- Facilities space planning resources
- Campus Security

Other Essential Duties:

- Participate in department and campus activities and teams as required
- Perform ethically and with interpersonal integrity as follows:
 - Exercise sound judgement
 - Adhere to accuracy and quality standards
 - Manage workload, job stress, and adversity effectively
 - Promotes EOU’s mission, vision, and principles
 - Fosters collaboration and teamwork
 - Inspires and motivates others to high performance
 - Abides by EOU policies, procedures, and organizational structures

Secondary Duties are required but are not critical to the position. A general listing of Secondary Duties, rather than descriptions, is acceptable. It is not necessary to be exhaustive. (Text boxes will expand as needed.)

- Perform other duties and assignments as directed.
- Local travel is infrequently required.

Section 4: Knowledge and Expertise

All required items must be based solely on the position’s Essential Duties.

Required (R) Preferred (P)	Formal Education:	List required subject disciplines or, if the degree may be generic, list the specialized knowledge needed by requiring the degree:
<input checked="" type="checkbox"/> R <input type="checkbox"/> P	Associate	Vocational/technical school degree required. Coursework in time management, standard office productivity software and basic bookkeeping/accounting
<input type="checkbox"/> R <input checked="" type="checkbox"/> P	Bachelor	Business or other relevant major
<input type="checkbox"/> R <input type="checkbox"/> P	Masters	
<input type="checkbox"/> R <input type="checkbox"/> P	Ph.D./Terminal	
<input type="checkbox"/> R <input type="checkbox"/> P	Certifications/Licenses	

Required Years of Experience:	Clearly describe the knowledge and expertise that the required years of experience are expected to have produced. (Text boxes will expand as needed.)
Area: # Yrs. Required: 1 - 3	Experience in office administration required: administrative support, executive assistant, project coordinator in a social services or related field. Ability to organize, manage, and complete a large number of tasks with conflicting deadlines in a timely and accurate manner using sound project management methods or tools.
Area: # Yrs. Required: 1 - 3	Demonstrated knowledge, experience, and ability to actively cooperate in a team environment, both in leadership and peer relations, and motivate others to do the same Excellent interpersonal, communication (including listening, writing, speaking), customer service, and time management skills Proficiency with operating a variety of office equipment and computer hardware/software applications; proficiency with Microsoft Office suite products (Excel, Word, PowerPoint, Outlook, etc.) with attention to detail. Ability to analyze and problem solve under tight time constraints.
Area:	

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# Yrs. Required:	
Area:	
# Yrs. Required:	

Section 5: Degree of Independence and Decision-Making Impact

1. Level of Direction Received from Supervisor: (Select ONE level)

<input checked="" type="checkbox"/>	Closely supervised or primarily follows established directions: uses <u>low levels</u> of independent decision making latitude, judgment and discretion to accomplish work. (e.g. coordinator, administrative roles)
<input type="checkbox"/>	Regularly supervised or frequently follows established directions: uses <u>moderate levels</u> of independent decision making latitude, judgment and discretion to accomplish work. (e.g. mid-manager, supervisor roles)
<input type="checkbox"/>	Infrequently supervised or receives guidance only as needed: uses <u>high levels</u> of independent decision making latitude, judgment and discretion to accomplish work. (e.g. director, professional roles)
<input type="checkbox"/>	Minimally supervised or seldom receives guidance: uses <u>executive-levels</u> of independent decision making latitude, judgment and discretion to accomplish work. (e.g. executive roles)

2. Level of Decision-Making Impact: (Check ALL that apply)

<input checked="" type="checkbox"/>	Decisions impact work confined to position's own responsibilities	
<input checked="" type="checkbox"/>	Decisions <i>routinely</i> impact work in immediate work group	<input checked="" type="checkbox"/> Significant <input type="checkbox"/> Moderate <input type="checkbox"/> Minor
<input checked="" type="checkbox"/>	Decisions <i>routinely</i> impact work throughout department/college	<input type="checkbox"/> Significant <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Minor
<input type="checkbox"/>	Decisions <i>routinely</i> impact work throughout division	<input type="checkbox"/> Significant <input type="checkbox"/> Moderate <input type="checkbox"/> Minor
<input type="checkbox"/>	Decisions <i>routinely</i> impact work across the University	<input type="checkbox"/> Significant <input type="checkbox"/> Moderate <input type="checkbox"/> Minor

Section 6: Supervisory Responsibilities

	# Direct Reports	Total # Responsible		# Direct Reports	Total # Responsible
AP Clerical/Coordinator			Faculty Adjunct – FT		
AP Supervisor			Faculty Adjunct – PT		
AP Manager			Faculty Other		
AP Executive Assistant			Classified Office		
AP Professional			Classified Trade		
AP Executive Director/ Director/ Dean			Classified IT		
AP Executive Other			Classified Specialized		
Faculty Tenure/Track			Classified Other		
Faculty Fixed Term			Student Workers		

Section 7: Fiscal Authority:

Annual Operating Budget (\$)		3-Year Annual Average Capital Budget (\$)	
Recommendation Authority	Approval Authority	Recommendation Authority	Approval Authority
\$0	\$0	\$0	\$0

Section 8: Additional Position Demands

Describe any hazardous working conditions (e.g. working at heights, hazardous chemicals, weather, etc. Exclude travel.)

Frequently involves sedentary work. Onsite event work requires exerting up to 30 pounds of force and a negligible amount of force to lift, carry, push, pull, or otherwise move objects. Often requires walking or moving about to accomplish tasks. Often requires standing and sitting for sustained periods of time. Occasionally requires ascending or descending stairs or ramps using legs, feet, arms, and hands. Occasionally requires stooping, which entails the use of the lower extremities and back muscles. Infrequently requires crouching.

Describe other position attributes and characteristics that are important to note:

Frequently subject to inside environmental conditions which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions.

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date

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HR USE ONLY:

Indicate Comparable Work Group

<input type="checkbox"/>		<input type="checkbox"/>	
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FLSA Classification and Compensation Information:

FLSA (Check ONE):

Exempt	Nonexempt
<input type="checkbox"/> Executive <input type="checkbox"/> Manager/Director <input type="checkbox"/> Professional <input type="checkbox"/> Supervisor <input type="checkbox"/> IT Professional <input type="checkbox"/> Exec. Admin <input type="checkbox"/> Teacher/Coach <input type="checkbox"/> Other	SEIU confidential exception? <input type="checkbox"/> Yes <input type="checkbox"/> No

AP Pay Matrix and Position Grade:

Matrix Name:	Position Grade:		
Compensation Range:	Minimum	Midpoint	Maximum