Position Title: Special Events Coordinator  
Department: Programming and Special Events

Employee Name: 
Supervisor: Associate Director - Programming and Marketing

Does this position have any supervisory responsibilities?  [ ] Yes  [ ] No
If YES, please list names and titles of people this position is responsible for supervising:
Student Supervisors and Student Assistants

Department Summary
Associated Students Incorporated prioritizes students’ needs, and authentically advocates for them through lobbying and non-violent demonstrations at the federal, state, system, and campus level while ensuring students opinions are objectively heard and thoroughly considered in every decision affecting them. Associated Students Incorporated also provides significant services, funding, and intellectually diverse programs and facilities that improve the holistic educational experience enabling students successful. The Programs department provides students, faculty, and staff with opportunities to make social connections that improve retention and co-curricular learning outcomes.

Summary of position
Under the Supervision of the Associated Students, Inc. (ASI) Associate Director of Programming and Marketing, the Programming Coordinator is responsible for the operation, management and programming of special events produced by the Special Events Department and partnership events between ASI and the University. Working with the Communication Systems and Marketing Department, this person is also responsible for publicity and marketing of their programming. This position supervises student staff and a volunteer team. Working as a member of the ASI Leadership Team, the Programming Coordinator helps to identify and resolve problems and issues for the global organization as well as opportunities for growth and improvement. This position is an exempt at-will position and serves at the pleasure of the Associated Students, Inc.

Role/Function of the position
List the major functions of the positions with the % time base allocated to each function

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<tr>
<th>% Time Base</th>
<th>Position Functions</th>
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<tr>
<td>20%</td>
<td>Administrative Functions:</td>
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<td>• Maintain general oversight of programs and special events.</td>
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<td>• Plans, develops, and implements complex and comprehensive recreational activities and programs directly related to the students of the University.</td>
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<td>• Provide regular benchmark statistics, analysis, and reporting on marketing outreach, activities, and program participation as needed</td>
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<td>• Develop ongoing evaluation process for programs and activities and make regular reports on activities to the Programming Council</td>
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| 35%         | Programming Supervision |
|             | • Directly supervise the development, planning, marketing and direction of programs including, but not limited to musical, social, diversity and cultural related events and activities. |
|             | • Serves as lead advisor to the ASI Programming Council assisting with the planning and implementation of Board Inspired and Programming Council driven activities and initiatives. |
|             | • Coordinates ASI events (program/planning), at times in conjunction with internal and external entities. |
|             | • For programs that fall under direct supervision, develop and implement safety, risk, injury, and |
emergency response management procedures striving for a safe and fair environment for participants, programs, and facilities.

- Develop and implement policies and training around appropriate programming based upon ASI Core Values, standards put forth by the National Intramural-Recreational Sports Program (NIRSA), and the National Association for Campus Activities (NACA).

**Personnel Functions:**
- Recruit, hire, train, schedule, supervise and mentor student employees, volunteers assisting with program areas under direct supervision.
- Serve as a resource person and advisor for individual students to promote and enhance student development.
- Conduct retreats or trainings as needed and develop a strong team and student development model.

**Customer Relations/Interdepartmental Communication**
- Develop and maintain collaborative relationships with on and off-campus entities including, but not limited to the following: ASI Staff, ASI Board of Directors, vendors and other key stakeholders as appropriate.
- Actively participate in staff meetings, staff trainings, regional and national organizations (National Association Campus Activities, etc.), campus committees and other departmental meetings as appropriate.
- Actively develop the role of programs and activities as part of the Student Life component on campus fostering good relationships with Housing and Student Clubs and Orgs.
- Emphasize strong customer service ethic for all employees.

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**Minimum Qualifications of the position**

List what is minimally required to apply for the position

**Education:**
Requires a Bachelor’s Degree in any related field or equivalent experience. Training in establishing and maintaining harmonious relationships with staff and student leaders as well as conflict resolution is also essential.

**Experience:**
- 2 years of combined marketing, programming, administrative, and management experience with increasing responsibilities in campus programming, university setting, or related field
- Experience working closely with a nonprofit student Board of Directors and student committees
- Strong knowledge of programming, operations, risk management, staffing, and philosophies congruent with campus programming practices and standards
- Ability to developing budgets, fiscal controls and accounting with oversight of revenue generation, and prudent purchasing practices
- Ability to develop, produce, market and evaluate programs, activities, and events
- Experience working with and supervising a diverse students and experience working with student organizations

**Degree Level**
- High School Diploma
- BA/Bs
- Master’s Degree
- PhD/EdD

**Degree Major**
Recreation Administration, Event or Hospitality Management, Public Educational Administration or any related area is preferred

**Degree Level Desired**
- High School Diploma
- BA/Bs
- Master’s Degree
- PhD/EdD

**Desired Degree Major**
Recreation Administration, Event or Hospitality Management
Required Knowledge Skills and Abilities
Must be proficient in desktop publishing, word processing and have intermediate experience with spreadsheets, databases, graphics, internet, social media and e-mail. Requirements include strong knowledge of marketing, programming, event operations, risk management, staffing, and philosophies congruent with campus programming practices and standards. Must have strong ability to evaluate programs and activities and implement improvements. Must have prior experience working with student Clubs and Organizations for event promotion and production. Must be able to provide leadership and vision to students planning events and activities.

Must have excellent delegation skills and the ability to supervise, train, and evaluate both student staff and volunteers. The position also requires a strong commitment to student development practices. Requires excellent attention to detail, strong organizational skills, and excellent oral and written communication skills. Must have a strong understanding of customer service and building relationships with key campus and community stakeholders.

Position requires sitting for extended periods; frequently standing and walking; normal manual dexterity and eye-hand coordination; lifting and moving objects weighing up to 50 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, and copiers.

Work is performed in an office environment and throughout the campus areas during student programs; continuous contact with other staff, students, faculty, and the public. Some evenings and weekends may be necessary for special events and activities.

I have read this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of Human Resources.

I have discussed any questions I may have had about this job description prior to signing this form.

Signature of Employee ________________________________ Date ____________________

Signature of Supervisor ________________________________ Date ____________________

Signature of HR Director ________________________________ Date ____________________