Present Classification: Business/Administrative Associate- University Events and Protocol

Department: Office of the Chancellor

Function: The Incumbent assists the director in providing leadership, professional expertise and direction in the planning and execution of high quality events to enhance the visibility and provide consistency with the strategic focus and image of the University.

Organizational Relationship: Incumbent reports directly to the Director of University Events and Protocol

Duties and Responsibilities:

1. Create, manage, implement and evaluate events coordinated through the Office of University Events and Protocol.

2. Coordinate event details including but not limited to: event budgets, facility negotiations, facility setups, speaker and vendor contracts, websites, social media, RSVPs, written pieces, menus, itineraries, alcohol service, travel and transportation.

3. Communicate and administer existing campus policies and protocols

4. Make independent and quick decisions when necessary that balance university procedures, the best interest of the university and customer service.

5. Prepare written materials including some marketing copy, business communications, reports, and presentation scripts.

6. Create and adhere to event timelines and budgets.

7. Attend, set-up, monitor and act as contact person for events and programs, including in the evening and on weekends.

8. Work with Office Manager to complete required university and SIU Foundation paperwork.

9. Collaborate with Director and Office Manager to establish event budgets and event responsibilities.

10. Work with Director to design new and refreshed events.

11. Utilize multiple databases to produce mailing lists, invitations lists and student or donor information.

12. Serve as a committee chair or on committees as required.

13. Assist in designing event planning and protocol guides for campus and advise campus faculty and staff on event planning and protocols.

14. Establish and maintain strong working relationships with campus and community partners.
15. Assist in the cultivation and stewardship of university donors and alumni.

16. Promote teamwork with in UEP and when working with other departments.

17. Maintain confidential information and files.

**Knowledge Required for the Job:**

Evidence of thorough knowledge and implementation of event planning and management principles; excellent written and oral communication skills; ability to communicate and implement unit policies and procedures; ability to maintain a high level of confidentiality; ability to plan, manage and coordinate the work of others whether in a subordinate role or equal role. A minimum of 5 years of demonstrated experience in the planning and execution of complex, high-quality events and programs, especially for events larger than 1,000 people.

**Responsibility:**

A. Supervisory Controls- This position reports to the Director of University Events and Protocol and will be evaluated as required for this Civil Service position.

B. Guidelines- This position operates within the broad guidelines as dictated by University and Foundation policies and procedures. The employee must use discretion and exercise independent judgement on the diverseness of issues in communicating with internal and external audiences.

**Difficulty:**

A. Complexity- Employee must maintain current knowledge of University, Foundation, Alumni Services, and Facilities guidelines, policies and procedures; must be capable of managing and implementing multiple projects and initiatives simultaneously.

B. Scope and Effect- The actions of the incumbent have a direct impact on the image of the University, as events are a very public representation of the institution as demonstrated at a university commencement, convocation, service ceremony, anniversary celebration, etc.

**Personal Relationships:**

The incumbent will work with the Office of the Chancellor, Vice Chancellors, Deans, Directors, and Department head as related to the conduct of events and protocol. They will also interact with high-level dignitaries internal and external to the institution. It is imperative to interact effectively with staff and vendors and to integrate the units into a cooperative work force to accomplish assigned goals.

**Working Conditions:**
Work is primarily performed under normal working conditions, but event planning, preparation and production may take place at a variety of venues and outside the scope of the traditional Monday-Friday 8 a.m.-4:30 p.m. work schedule. Meetings and events with volunteers, board/committee members, major donors, prospects and catering personnel may be performed at facilities on and off-campus.

Reviewed by:

Chancellor: Carlo Montemagno 
Date: 4/9/18

by [Signature]