JOB DESCRIPTION

Event Management Coordinator

Definition of Class
This is a non-supervisory position in which the incumbent coordinates events for assigned areas. Work includes attending and organizing events; overseeing scoreboard maintenance, coordinating and preparing internal reports and ensuring inventory in assigned area is reconciled. This position reports to the Assistant Director of Event Management Operations.

Examples of Work Performed
Sets up event schedules and monitors events while in progress.

Coordinates security for all athletic events.

Prepares internal campus and departmental reports as assigned (University Assessment, Internal Audit, etc).

Notifies staff of events. Directs and assigns work schedules for assigned employees.

Liaisons with event officials to make decisions regarding activities planned/scheduled.

Determines whether a spectator is removed from an event or facility.

Coordinates inventory for assigned department- works with other area staff to reconcile

Receives, inspects, and verifies materials purchased to ensure quality and quantity.

Assists with budget preparation and review as assigned.

Reports maintenance problems or damage to Assistant Director for Facility Management

Performs related or similar duties as required or assigned.

Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring department.

1. Coordinates event management for assigned areas.
2. Coordinates scoreboard maintenance and contract communication
3. Coordinates inventory for assigned department.
4. Prepares internal campus/departmental reports as assigned

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a
job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 25 pounds.

Vision: Requirements of this job include close vision and color vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to use hands to finger, handle, or feel objects, tools, or controls. The incumbent is periodically required to reach with hands and arms; stand; walk; climb or balance; and stoop, kneel, crouch, or bend. The incumbent is occasionally required to sit.

Experience/Educational Requirements:

Education: Bachelor's Degree from an accredited four-year college or university.

AND

Experience: One (1) year of experience related to the above described duties.

Substitution Statement: Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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