JOB DESCRIPTION

Senior Event Management Coordinator

**Definition of Class**
This is a non-supervisory position in which the incumbent coordinates events for assigned areas and coordinates the work of the contractual custodial company. Work includes attending and organizing events; assisting in the purchasing of various equipment and supplies; overseeing assigned facilities; coordinating security personnel for athletic events; and ensuring materials and equipment are available upon request. Incumbent exercises discretion and independent judgment.

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

Coordinates security protocols for athletic events and acts as athletic department’s chief liaison.

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.

Supervises and coordinates with designated staff the use of assigned facilities, ensuring materials and equipment are available upon request.

Assists in selecting manufacturer for purchase of equipment and apparel.

Orders equipment, apparel and other materials. Compares cost and maintains current information on vendors.

Receives, inspects, and verifies materials purchased to ensure quality and quantity. Authorizes payments of invoices.

Assists in handling equipment and apparel for inventory purposes. Maintains physical inventory.

Assists in training subordinate personnel or staff on fitting and repairing equipment.

Ensures security of facilities assigned.

Reports maintenance problems or damage to the proper authorities.

Assists in bid process for facility upgrades or maintenance needs.

Liaison with outside contractual organizations regarding the coordination of housekeeping/clean-up schedules for all indoor/outdoor athletic events and facilities. Conducts comprehensive inspections to check the status of job completion by contracted personnel within all athletic facilities.

Coordinates the rental of materials (e.g. tables, chairs, tents, etc.) through the physical plant and/or contracted companies.

Performs similar or related duties as assigned or required.

**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. Coordinate event management for assigned areas.
2. Liaison with outside contractual, custodial organizations.
3. Oversees the maintenance of assigned facilities.
4. Purchases equipment and apparel for assigned areas.

**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 might 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.
- **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 sit. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

**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.