**Definition of Class**
This is a non-supervisory position in which the incumbent organizes, prepares, and oversees the planning of events. The incumbent is responsible for coordinating all aspects of transportation, catering, facility needs for customers; maintenance of vehicle fleet; and processing charges for billing.

**Examples of Work Performed**
- Oversees catering for events, and organizes menus. Serves as liaison with caterers to arrange all logistical needs.
- Negotiates prices with specified vendors.
- Assists in organizing physical set-up and break-down for events.
- Assists in overseeing custodial duties.
- Processes charges to be invoiced and billed to customers.
- Organizes basic maintenance for specified facilities.
- Responsible for maintaining inventory. Orders supplies for events and custodial needs.
- Schedules shuttle service to off-campus sites.
- Conducts facility tours when management isn’t available, and answers client questions regarding hotel facilities and services.
- Organizes and maintains electronic and physical records system; enters and manages detailed information regarding events into the hotel reservation system.
- Assembles contracts and follows up to ensure they are returned in a timely manner.
- Communicates over the telephone and via email with clients to manage event details. Prioritizes new and additional tasks.
- Coordinates and communicates important calendar events throughout the planning process of an event.
- Coordinates training program with Physical Plant and maintains training records.
Coordinates with fire marshal to rectify potential fire problems.

Responsible for attending to maintenance of fleet.

Assists in coordinating various events, conferences, meeting, etc. Works directly with clients for small events to establish budgets and draft contracts. Ensures event costs do not exceed stated budget. Organizes sign placement.

Performs related duties or similar as required or assigned.

**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. Organizes, prepares, and oversees the planning of events.
2. Maintains inventory and orders supplies, as necessary.
3. Processes invoices for catering, transportation, and facility use.
4. Acts as liaison with contracted vendors to provide professional service and meet customer needs.

**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 10 pounds.

**Vision:** Requirements for 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 regularly required to sit; talk or hear and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand; walk and stoop, kneel, crouch or crawl.

**Experience/Educational Requirements:**

**Education:**
Graduation from a standard four-year high school or equivalent (GED).

**AND**

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

Rev. 04/01/2015

The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.