**Events Coordinator III Standard Job Description**

**Classification Title:** Events Coordinator III

**FLSA Exemption Status:** 8

**Pay Grade:** Exempt

**Job Description Summary:**

The Events Coordinator III, under general supervision, leads the coordination of large events and conferences, to include pre- and post-event liaison with clients. Leads site safety and security.

**Essential Duties and Responsibilities:**

**40% Event Coordination and Management**

* Leads the coordination of large events and conferences, including scheduling, receiving/processing space requests, contract negotiation, and service requirements and deliveries.
* Oversees set-up and other preparations for meetings and conferences.
* Serves as an on-site customer liaison during events.
* Leads post-event reviews and follow-up contact.
* Makes recommendations for policy and procedure implementation.
* Completes all billing and rental invoices.

**20% Staff Supervision and Support**

* Supervises assigned staff.
* Provides guidance and support to employees who are assisting events.

**10% Strategic Planning and Resource Management**

* Assists in strategic planning for events.
* Represents the facility and advises clients who wish to reserve space in the facility on room capacities, set-up options, equipment availability, and resources.

**10% Event Monitoring and Safety**

* Monitors newspapers, periodicals, websites, and other media to identify events that may have an effect on facilities and other campus resources.
* Oversees and/or coordinates the centralized events calendar.
* Leads site safety and security.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Three years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing and spreadsheet applications.
* Strong organizational skills.
* Effective verbal and written communication skills.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements
* Ability to work beyond normal office hours and/or work on weekends

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**