

Class Code:.....0302
Position #: (PSA).... (NE)
Developed by:..... SG
Reviewed by: DLJ
Approved by:.....
Date:. 09/16

**UNIVERSITY OF RHODE ISLAND
Position Description**

TITLE: Event Assistant, University Events
DIVISION: President's Office
REPORTS TO: Director, University Events
GRADE: 5
SUPERVISES:

BASIC FUNCTION:

Assist members of the University Events team, as assigned by the Director, with high quality, University-wide events that serve to enhance the University's image among its primary stakeholders. Assist with all aspects of event planning and management, including: coordinating event logistics, communicating with vendors and stakeholders, and creating event marketing strategies. Ensure resources are supplied for staff to successfully perform and reach strategic goals. Assist with budget maintenance. Effectively communicate with a range of staff, faculty, administration, students, and stakeholders.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist University Events team with coordinating and implementing large and small scale, University-wide, public and protocol events, including: new building dedications, facility rededications, groundbreakings, major university anniversaries, Commencement, visiting dignitary events, and other special events.

Develop and execute effective marketing strategies to promote events including print, social media and/or web advertising.

Assist with updating of the University Events website, as well as provide general support for the website.

Assist with all aspects of event coordination, including: audio-visual, facilities, catering, and public safety. With supervision of the Director, coordinate small events.

Assist the Director in planning logistics for Commencement Weekend activities, including: event logistics, arranging internal and external services, marketing, and committee meetings.

Work autonomously and manage multiple tasks in an organized manner.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree from an accredited college or university; Demonstrated experience creating marketing strategies for events; Demonstrated ability to assist with planning, organizing, and implementing multiple small to large-scale events and programs simultaneously in a fast-paced, team-oriented environment; Demonstrated strong interpersonal communication skills; Demonstrated strong organizational and time management skills; Demonstrated ability to handle multiple tasks simultaneously; Demonstrated ability to prioritize; Demonstrated experience with Microsoft Office (Word, Excel, and PowerPoint); Demonstrated willingness to learn other computer platforms; Demonstrated ability to successfully collaborate with colleagues, alumni, and volunteers; Demonstrated ability to maintain confidentiality; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Bachelor's degree from an accredited college or university in communications, marketing, business or public relations; Demonstrated experience in one or more of the following areas: alumni affairs, development, public affairs, marketing or public relations; and, Demonstrated ability to represent the University with both internal and external stakeholders, including: vendors, community officials, and local businesses.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.