

Class Code:...0837-2017
Position#:(PSA).....(E)
Developed by:.....SG
Reviewed by:.....SG;DLJ
Approved by:.....LK
Date:.....04/17

**UNIVERSITY OF RHODE ISLAND
Position Description**

TITLE: Specialist, University Events
DIVISION: Office of the President
REPORTS TO: Associate Director, University Events
GRADE: 10
SUPERVISES: Student Workforce

BASIC FUNCTION:

Under the direction of the Associate Director of University Events, plan and execute high quality University-wide events, protocol events and other programs assigned by the Office of the President that serve to enhance the University's image among its primary external stakeholders. Uphold the University's standards of excellence and protocols. Provide a full spectrum of services including event planning, management, and consultation. Recruit, train, and supervise student workforce.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plan, coordinate, and implement high quality University-wide events, protocol events and other programs that serve to enhance the University's image among its primary external stakeholders. These events may include, by are not limited to, new building dedications, groundbreaking, major university anniversaries, Rhode Island Board of Education meetings, Commencement Weekend, visiting dignitary events, and other events/programs assigned by the Office of the President.

As assigned by the Associate Director, provide exceptional varied levels of services to the campus community by liaising with other offices and committees, producing entire events, and providing consultation advice.

Identify goals and objectives for all assigned events and programs, while collaborating with departments on campus to carry out the mission of the Office of University Events and vision of the President.

Directly supervise all aspects of assigned events and programs, including catering, audiovisual needs, public safety, parking, travel arrangements, vendors/service providers, transportation, speaking programs, and marketing.

Manage and coordinate event logistics.

Serve as liaison for event planning committees to internal and external parties including university colleagues, key stakeholders, dignitaries, visiting scholars, elected officials, vendors, and others.

Initiate meetings with clients, stakeholders, and committees to strategize and define event, program, and fundraising objectives including, but not limited to, budget, program messaging, logistics, target audience, and speaking programs.

Under the Direction of the Associate Director, solicit corporate support, sponsorships, and auction items for events.

As assigned by the Associate Director, serve as an active member on University committees and represent University Events at various events, conferences and trainings.

Collaborate with key internal and external stakeholders for strategic planning and management, including the URI Foundation team to maximize the development element and donor experience.

Develop and implement event marketing strategies and partner with Marketing & Communications and Publications to market programs through electronic, web, social media, and print production. Build and manage targeted invitation lists for each event and program.

Hire, train, supervise, and train student workforce. Under the direction of the Associate Director, post position openings, create workforce schedule, monitor and record student hours, and provide training.

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; Minimum of two years of professional event planning experience; Demonstrated experience planning, organizing, and implementing simultaneous small and large-scale, multi-faced events and programs; Demonstrated experience creating marketing strategies (including electronic, print, and social media); Demonstrated strong interpersonal and verbal communication skills; Demonstrated ability to build positive relationships with colleagues, alumni, volunteers and constituents; Demonstrated ability to work collaboratively as part of a team in a fast-paced environment; Demonstrated attention to detail; Demonstrated experience with Microsoft Office applications (Word, Excel, and PowerPoint); Demonstrated ability to maintain confidentiality; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Bachelor's degree in communications, public relations, marketing, business, or related field; Demonstrated ability to represent the University with both internal and external stakeholders; and, Demonstrated experience planning higher education or non-profit organization special events.

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