JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Events Coordinator I

Job Code: 10473

Salary Grade: 19

FLSA Status: Non-Exempt

Job Family: Hospitality

Job Subfamily: Events Operations

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Position Summary

Coordinates routine event logistics and supports conference planning under general supervision. Assists with venue scheduling, participant registration, and supplier coordination as directed.

Job Responsibilities

1. Assists with event planning and preparation for assigned conferences and events.
2. Coordinates venue scheduling, room setup, and audio-visual arrangements.
3. Supports routine participant interactions, including registration and basic event inquiries.
4. Arranges lodging and travel logistics for event participants.
5. Supports supplier coordination for catering, supplies, and event services.
6. Assists with budget tracking and cost estimates for assigned events.
7. Orders, prints, and distributes event materials and correspondence.

Minimum Requirements

Required Education & Experience:

- Education: Bachelor's Degree
- Experience: 0 years
- Equivalency/Substitution: Will accept 4 years of directly related experience in lieu of the Bachelor's degree, for a total of the stated experience plus 4 years.

Required Certifications or Licenses:

- A valid Oklahoma driver's license is required to operate University vehicles. (Employees who do not currently hold an Oklahoma driver's license must be able to obtain one within 30 days of hire).

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge: Performs duties with a foundational working knowledge of routine work processes, tools, principles, theories, and concepts.
- Communication & Collaboration: Exchanges standard information with colleagues and immediate supervisor.
- Problem Solving: Recognizes and escalates unusual situations or problems.
- Autonomy: Receives direction on priorities, assignments, and approaches while developing professional judgment.
- Leadership: Primarily an individual contributor with no formal leadership responsibility.

Working Conditions

- Food service or event environment with exposure to kitchen conditions, temperature variation, and cleaning agents.
- Frequent standing, walking, and lifting; use of commercial equipment.
- Requires evening, weekend, and holiday hours during events and peak service periods.

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