JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Event / Conference Coordinator

Job Code: 6728

Salary Grade: S08

FLSA Status: Non-Exempt

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.

Job Responsibilities

Coordinates all aspects of event/conference coordination, including logistical details, communications, and event budgets. Manages all associated administrative duties and details including budgets and promotional materials.

- Oversees and directs logistics of event planning, implementation, and follow-up.
- Trains, schedules, and oversees the work of event students and staff.
- Monitors event budgets and timelines.
- Negotiates with hotels and vendors to ensure best pricing.
- Develops best room/building setups for events, ensuring costs are within budget.
- Coordinates catering and housing arrangements for events.
- Assists with website, social media, or other promotional materials.
- Monitors and responds to event inquiries.
- Coordinates travel and transportation for guests, attendees, speakers, or other parties.
- Coordinates registration process for event participants.
- Develops and maintains current lists of available venues and services.
- Serves as liaison with OU Parking Services as needed.
- Ensures that events meet legal, safety, and health requirements and regulations
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: Bachelor's degree.

Equivalency/Substitution: Will accept 48 months of related experience in lieu of the Bachelor's degree for a total of 72 months experience.

Experience:

Required: 24 months experience in event planning and coordination, outreach or public relations.

Required Certifications or Licenses:

- Valid Oklahoma Driver's License in order to drive University vehicles or ability to obtain within 30 days of hire date.

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

Knowledge, Skills, and Abilities

- Ability to communicate well and build rapport quickly with students, faculty and staff
- Detail oriented for accuracy of data and information
- Proficient in Microsoft Office (Word, Outlook, Excel, and PowerPoint)
- Ability to supervise staff and communicate directions and expectations effectively
- Highly organized and ability to handle multiple projects and deadlines

Working Conditions

Physical:
Ability to engage in repetitive motions and communicate effectively.

Environmental:
Frequent exposure to pressure caused by deadlines and busy periods. Requires contact with other departments and university officials. May be required to travel.

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