JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Events Coordinator

Job Code: 6729

Salary Grade: S07

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, plans, monitors logistics, and provides support for events and conferences.

- Assists with the coordination, preparation and delivery of events and conferences.
- Coordinates scheduling of activities.
- Provides logistical support including event schedules, booking venues, food and beverage requirements and managing participant registration.
- Arranges lodging and travel.
- Generates correspondence and forms. Orders, prints and distributes materials.
- Facilitates room set-up and audio-visual needs.
- Assists with budget planning and cost estimates.
- Compiles reports and maintains event/conference related data.
- Monitors and responds to email inquiries for each event.
- 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 60 months experience.

Experience:

Required: 12 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

- Highly organized and ability to handle multiple projects and deadlines
- Detail oriented for accuracy of data and information
- Ability to accurately read and understand written materials and instructions
- Customer service skills
- Proficient in Microsoft Office (Word, Outlook, Excel, and PowerPoint)
- Ability to effectively communicate verbally and in writing

Working Conditions

Physical:
Ability to engage in repetitive motions. Ability to communicate verbally in order to express oneself and exchange detailed information with others. Ability to lift up to 50 lbs.

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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