



USC University of Southern California

Events Coordinator Job Description

JOB INFORMATION

<i>Job Code:</i>	129315
<i>Job Title:</i>	Events Coordinator
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or resource workers.; Supervises volunteers.
<i>Job Family:</i>	Events
<i>Job Family Group:</i>	Marketing and Events
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Works with relevant units and departments to design and deliver events for university stakeholders. Coordinates event volunteers and donors and arranges event activities. Gains insight into the engagement and event needs of the broader department by communicating cross- functionally and developing post-event feedback mechanisms. Champions the university's vision, culture and values.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		High school or equivalent		
	X	Bachelor's degree	Hospitality Management	Or
	X	Bachelor's degree	Business Administration	Or
	X	Bachelor's degree	Communication	Or
	X	Bachelor's degree	Public Relations	Or
	X	Bachelor's degree	in related field(s)	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		2 years		
	X	3 years		

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience with special events planning, fundraising management, or alumni and volunteer relations management.
X		Experience with contracts and other legal documentation.
X		Ability to support event planning (e.g., developing concepts, creating and estimating budgets, producing promotional materials).
X		Experience with audio/visual equipment.
X		Excellent organizational skills and ability to maintain multiple schedules.
X		Excellent interpersonal and written and oral communications skills.
	X	Experience in higher education.
	X	Experience planning and coordinating corporate events.
	X	Proven leadership and project management abilities.
	X	Understanding of all relevant state and local event regulations.
	X	Knowledge of local community.
	X	Fluent in one or more languages other than English (e.g., Spanish, Korean).

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Coordinates and prepares for special events. Designs, coordinates and delivers events, acting as a liaison between relevant departments, schools and/or external stakeholders (e.g., vendors, donors). Works with or gives guidance to volunteers and donors involved in event planning. Determines event staffing needs (e.g., security, janitorial services, catering), authorizing or securing additional workers as required. Attends events to monitor activities and ensure details are handled as planned.				
Participates in publicizing events through the coordination of marketing and promotional campaigns and strategies. Identifies target groups, develops concepts, designs and coordinates mailings of promotional materials and invitations, and directs logistical planning. Maintains awareness of shifting organizational priorities and adapts event schedules and timelines accordingly. Maintains records on event activities, progress and status.				
Monitors delivery of goods and services to ensure contract terms are satisfied. Coordinates vendor services for varied goods and services related to special events planning. Researches and maintains current information on volunteers, donors and prospective donors.				
Reviews and reconciles budgets and expenditures on a program or event basis. Coordinates with internal members (e.g., budget and finance teams) to process payments to vendors as necessary.				
Ensures consistency and quality of materials communicated. Contributes to an inclusive environment, building and maintaining strong cross-functional relationships and a deep understanding of organizational and university cultures. Upholds the principles of the USC Code of Ethics. Demonstrates alignment to strategic plans of the organization and university through words, actions and ideas.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue

Other Requirements			
<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.