



Special University-Wide Academic Events Manager Job Description

JOB INFORMATION

Job Code:	129316
Job Title:	Special University-Wide Academic Events Manager
FLSA Status:	Exempt
Supervisory:	Supervises students and volunteers.
Job Family:	Development
Job Family Group:	Development and Fundraising
Management Level:	5 Manager

JOB SUMMARY

Manages and directs major academic events, special productions and projects. Plans and executes successful performances throughout each event. Manages and directs a large number of student workers, volunteers and/or donors. Negotiates and authorizes all related vendor contracts for each event. Reports directly to the President's Office and Provost's Office in all matters concerning the university's largest academic events.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	

Additional Education

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

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	
	X	5 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 planning and oversight of large special events and/or alumni volunteers and relations management.
X		Demonstrated proficiency in written and oral communications.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Manages and directs major academic events, special off-campus productions and special projects. Plans and executes successful Commencement, Homecoming, Academic Honors and New Student Convocation and 12-16 Visions and Voices events. Identifies target groups, develops concepts and designs, coordinates mailings of promotional materials and invitations and directs logistical planning. Supervises design and layout of Convocation and Homecoming programs. Manages records, evaluates activities, and statistics for events.				
Determines location of ceremonies and other events. Recommends program theme. Determines and recruits guest speakers for specific events and authorizes travel expenses. Manages guest lists, receipt and processing of RSVPs and chart designated seating.				
Serves as key resource for all major university-wide academic events. Provides consultative services to schools regarding academic special events and programs. Liaises with deans, program directors and outside authorities to plan events and/or activities and resolve various problems such as scheduling conflicts, layouts and setups. Determines an appropriate resolution for event problems.				
Determines staffing needs and allocation of resources. Recruits, screens, hires, orients and trains student workers, volunteers and donors, as appropriate. Schedules and assigns work and maintains quality standards. Manages and supervises the work of a large number of foremen and installers including vendors for all university-wide academic events.				
Develops and manages budgets for each event. Negotiates financial terms and authorizes expenditures. Determines appropriate billing and division of charges for schools and programs participating in Homecoming and Commencement events. Provides forecasts and projections to develop budget. Provides financial status reports, as required.				
Researches potential new vendors. Determines appropriate vendor for each aspect of an academic event. Negotiates and contracts with vendors for a variety of goods and services related to special events planning. Monitors delivery of goods and services to ensure contract terms are satisfied.				
Researches and maintains information on volunteers, donor relations and prospective donors. Develops and maintains an extensive network of contacts, internal and external to facilitate event coordination.				
Develops and implements policies and procedures for special academic event activities. Conveys established policies and procedures to student workers, volunteers and donors. Interprets policies and procedures, as needed.				
Oversees, guides and facilitates several university event committees consisting of a large number of committee members. Sets and distributes agendas and documents for specific committee meetings.				
Manages verbal and written communications, publications and other public media, related to major academic events.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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 following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		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 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/			Yes

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.