Event Services Specialist

**Job Family:**
Student Affairs

**Sub Family:**
Events & Facilities

**Career Track and Level:**
TAS 4

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**FLSA Category:**
NON-EXEMPT

### Job Family

**Student Affairs:** Develops, implements, facilitates, and evaluates various programs focused on assisting students in successfully integrating into the University environment. Programs include those that support academic, co-curricular, student governance and leadership, and focused services to promote the retention and success of the multicultural population. Responsibilities include counseling students and student organizations; developing and providing appropriate educational programs, workshops, and presentations; promoting and facilitating a multicultural University, ensuring access and support to a wide range of students; preparing communication materials and website updates to inform and market unit capabilities and offerings to other organizations; investigating and resolving complex student disciplinary issues; preparing grant/funding requests; acting as a liaison and establishing support networks within the University and community; and developing tutoring and other student support services.

### Sub Family

**Events & Facilities:** Involves the organization and implementation of various social, cultural, and educational programs, and events for students and the facilities used to accommodate such events.

### Job Responsibilities

- Coordinate and supervise technical event production. Tasks including but not limited lighting, audio, and rigging production.
- Coordinate with university departments and outside production companies to ensure all event needs are met.
- Responsible for the maintenance and repair of event venues and production equipment.
- Participates in the process for buying equipment and billing for events.
- Supervise student production staff.

### Role

- Work is performed by applying established standards independently through a broad and deep knowledge base acquired from several years of experience in a particular area.
- Serves as a resource and guide to others in the department and/or University in questions of policy and procedural issues, precedents, etc.
- Typically supervises or oversees the work of others.
Impact and Complexity

- Performs job responsibilities through use of specialized tools, job experience, and established standards. Typically organizes, sets priorities, schedules, and reviews work of student workers or volunteers. Fully responsible for effectively and independently handling all job responsibilities within scope of authority.
- Decisions and problems are varied, often complex, and involve multiple constituencies, often with competing priorities.
- Coordinates resources from other areas within the University and externally in order to achieve the appropriate outcome. Exercises sound judgment in dealing with confidential information and maintains appropriate level of discretion.

Requirements

Knowledge of the technical and practical concepts, processes, and methods in a field of specialization typically obtained by a high school degree or GED or equivalent and a minimum of 5 years of related student affairs work experience. Specific knowledge, certifications, and licensure will apply at the position level.

This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.