

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. LEVEL PROGRESSION ASSUMES INCLUSION OF RESPONSIBILITIES AT LOWER LEVELS.

	Technical and Administrative Support I	Technical and Administrative Support II	Technical and Administrative Support III	Technical and Administrative Support IV
Accountabilities	None Specified.	None Specified.	None Specified.	<p>PEOPLE Typically supervises or oversees the work of student employees and provide coordination with university departments and outside production companies to ensure all event needs are met.</p> <p>OPERATIONS Coordinate and supervise technical event production. Tasks including but not limited to lighting, audio, and rigging production.</p> <p>Coordinate with university departments and outside production companies to ensure all event needs are met.</p> <p>Provide specialized technical training to student production staff.</p> <p>Responsible for the maintenance and repair of event venues and production equipment.</p> <p>Participates in the process for buying/upgrading equipment and billing for events.</p>
Requirements				<p>Knowledge of the technical and practical concepts, processes, and methods related to student affairs event management typically obtained by a high school degree or GED or equivalent and 5-7 years of related experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>