

## GENAD JOB FUNCTION GUIDE

### Event Planning Family

Level	Function/ Roles	Experience & Education (Minimum Required)	Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
59E	Event Planner Management II	<p>Bachelor's degree</p> <p>8+ years of progressive events management</p> <p>Supervisory experience</p> <p>Advanced knowledge of event planning</p>	<ul style="list-style-type: none"> <li>• Develops event program content, plans and manages events for University</li> <li>• Plans and fully accountable for leading very large University wide events</li> <li>• Provides subject matter expertise in event planning; consults across the University</li> <li>• Strategize on new programs with top management (President)</li> <li>• Develops and manages department budget</li> </ul>	<p><b>IMPACT</b> Substantial impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b> Manages Event department in large unit/department and very large substantial University wide events</p>	<p><b>RECEIVED</b> <b>Under Limited Direction:</b> Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p><b>GIVEN</b> <b>Manages:</b> Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

**NOTE:**

- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
- 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
- 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion