

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
57E	Event Planner III	<p>Bachelor's degree</p> <p>5+ years of progressive events management</p> <p>Supervisory experience</p> <p>Intermediate knowledge of event planning</p>	<ul style="list-style-type: none"> • Develops program content, plans and manages events for University, including event content (e.g. knows the key emerging issues associated with the program) • Forecasts revenues and creates event budgets; exercises financial accountability and control • Provides subject matter expertise in event planning; consults across the University • Strategizes and plans new events with faculty and/or management • Is fully accountable for large tub wide or medium to large University wide events • Defines event requirement, plan and timeline and ensures adequate resources for University wide events and across countries for international events • Facilitate and plan content of event planning meetings and provides feedback on event ideas 	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE Manages large complex events for tub/unit, University wide events of a medium to large scope or international events</p> <p>Typically manages and/or participates in 20+ events per year</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions</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