

## 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
58E	Event Planner Management I	Bachelor's degree  7+ years of progressive events management  Supervisory experience  Advanced knowledge of event planning	<ul style="list-style-type: none"> <li>• Develops event program content, plans and manages events for University</li> <li>• Forecasts revenues and creates event budgets; exercises financial accountability and control</li> <li>• Provides subject matter expertise in event planning; consults across the University on events of all sizes and significance</li> <li>• Defines event requirement, plan and timeline and ensures adequate resources for University wide events and across countries for international events</li> <li>• Plans and fully accountable for large University wide events</li> <li>• Facilitate and plan content of event planning meetings and provides feedback on event ideas</li> <li>• Strategizes on new programs with senior faculty and/or senior management</li> <li>• Manages senior level event planners</li> <li>• Creates events policy and procedures for large department</li> </ul>	<p><b>IMPACT</b> Significant impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b> Manages large complex and significant University wide events and directs department</p>	<p><b>RECEIVED</b> <b>Under General Direction:</b> 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><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