

GENAD JOB FUNCTION GUIDE

Event Planning Family

Level	Function/ Roles	Education/ Experience (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
55N	Event Planner/ Supervisor I	Bachelor's degree preferred 2+ years experience in office management Supervisory experience	<ul style="list-style-type: none"> • Coordinates logistics, security and for events • Assists with the design and production of event materials • Monitors budgets for events and process all financials • Negotiates with vendors within a framework or using existing agreements • Implements procedures related to correspondence and logistical arrangements • Produces reports and event statistics for manager • Updates and maintain databases for accuracy of information • Oversee students, casuals and/or support staff • Maintains master calendar for unit/tub events <p>Must have bona fide supervisory duties excluding this position from the HUCTW bargaining unit; otherwise, this position is an HUCTW – Coordinator, grade 55</p>	<p>IMPACT Some impact on operations, resources, or University's reputation</p> <p>SCOPE Manages reoccurring events or assists with complex events for tub/unit</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