



## Presidential Special Events Program Coordinator Job Description

### JOB INFORMATION

Job Code:	111071
Job Title:	Presidential Special Events Program Coordinator
FLSA Status:	Exempt
Supervisory:	
Job Family:	Presidential Administrative Support
Job Family Group:	Administrative Support
Management Level:	7 Individual Contributor

### JOB SUMMARY

Plans and directs presidential special events on and off campus including the president's home, retreats and board of trustee meetings. Makes strategic event recommendations to management.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Bachelor's degree	

#### Additional Education

Check here if experience may substitute for some of the above education.

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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#### Work Experience

Req	Pref	Work Experience	Experience Level
X		2 years	
	X	4 years	

#### Additional Work Experience

Check here if education may substitute for some of the above work experience.

#### Knowledge, Skills and Abilities

Req	Pref	Functional Skills

#### Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Plans and directs presidential special events on and off campus including the president's home, retreats and board of trustee meetings. Serves as event(s) liaison between President's Office and vendors, donors, office staff, student staff, house staff, m				
Attends events to oversee activities and ensure quality control and that details are handled as planned.				
Works with or gives guidance to student workers, volunteers, event staff and/or donors involved in event planning. Schedules and assigns work. Trains event personnel, as needed.				
Negotiates and contracts with vendors for a variety of goods and services related to special events planning, as requested. Monitors delivery of goods and services to ensure contract terms are satisfied. Manages rental companies, caterers, florists, etc				
Develops and maintains an extensive network of contacts both internal and external such as VIPs, trustees, city officials, deans and senior vice presidents to facilitate special event coordination.				
Assists with developing and controlling budgets on program or event basis. Negotiates financial terms and authorizes expenditures. Monitors and reconciles budget activity. Analyzes variances and prepares status reports. Provides forecasts and projecti				
Develops and implements event procedures for student workers, volunteers, and event staff. Conveys established procedures to be followed by event personnel.				
Determines staffing needs for special events. Authorizes or secures temporary or additional staff, as required.				
Researches and maintains current information on volunteers, donors and prospective donors. Works directly with deans and development officers to ensure accurate data on donors for records and invitations. Contacts donors and trustees as needed.				
Creates and defines mailing lists for presidential events working directly with the presidential staff and management.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			Yes

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.