POSITION DESCRIPTION

Department: CAFES Dean's Office
Classification Title: Administrative Support Coordinator II, 12 mo
Working Title: Event Coordinator
FLSA Status: ☒ Non-Exempt ☐ Exempt
Incumbent:

Position Summary
The College of Agriculture, Food and Environmental Sciences (CAFES) consists of nine departments, approximately 170 faculty, 80 staff, and 4,100 students in 15 majors. CAFES works to develop relationships with stakeholders to advance the College’s vision and mission. Important elements of these efforts include outreach and engagement with alumni, friends, industry partners, foundations, key volunteers, parents, media and community leaders.

Reporting to the Assistant Dean of Strategic Initiatives, Communications and Student Leadership, this position designs and executes events, meetings and experiences that engage and positively impact a broad group of stakeholders.

Duties and Responsibilities
The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

Essential Job Functions

Daily 90%

Work collaboratively with CAFES and its departments, campus partners, and others in designing and executing all college events.

1. Plan, coordinate and execute meetings, events, and related operational tasks on and off campus.
2. Work independently, strategically, and effectively to provide event and meeting support which includes, but is not limited to: procurement of goods, services, vendors, speakers and venues; develop communications, workflow documents, materials, content, themes, invitations, programs/agendas; execute décor, guest lists, stewardship activities, technical support, travel arrangements, transportation services, catering, and schedules; manage related financial reconciliations, forms, spreadsheets, database management, event and stewardship tracking; order, maintain and inventory event supplies, furnishings, equipment, artwork, and products; provide onsite oversight and support.
3. Serve as onsite support for college event facilities, including JUSTIN and J. LOHR Center for Wine and Viticulture, Farm Shop and others; implement standard operating procedures for use.
4. Develop and manage CAFES calendar of events.
5. Prepare sensitive and complex materials, both planned and impromptu; research, create, update, prepare, write, analyze, edit, proofread, track, and archive, both in electronic and printed formats, event and meeting materials, communications, guest lists and correspondence.
6. Supervise student assistants.
7. Organize and maintain office files, supplies, equipment, and storage areas.
8. Process documents, calendar meetings, and maintain data spreadsheets.
9. Make travel arrangements and process travel requests and claims.
10. Troubleshoot office technology issues and coordinate with campus technology services.
11. Prepare documents for final mailings, including creating mail merges, obtaining signatures, etc.
12. Develop and utilize procedures for tracking costs and effectiveness of events and meetings.
13. Monitor departmental and event budgets and obtain estimates from vendors, elevating concerns and discrepancies accordingly.
14. Ensure costs are in accordance with University and Foundation policy.
15. Process check requests, reimbursements, and travel expenses.

**Related Job Functions**

As Needed 10%

1. Perform other job-related duties and special projects as assigned.
2. Maintain currency in the knowledge and skills necessary to facilitate industry-leading solutions.
3. Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.

**Required Education, Experience, and Credentials**

**Education and Experience:**

- High school diploma or its equivalent. Type 45 wpm. Five years of general office support or technical experience. Training at a vocational school or full-time college education may be substituted for two years of required experience on the basis of one year of college education for 6 months of experience.

**Licenses, Certificates, Credentials:**

- Possession of a valid driver’s license or the ability to obtain by date of hire

**Required Skills, Knowledge, and Abilities**

- Knowledge of protocols and etiquette relating to scheduling meetings, responding to email, and coordinating events.
- Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing. Strong writing and editing skills to produce letters, invitations, spreadsheets, proposals, agendas and timelines quickly and accurately.
- Ability to interpret and apply policies and procedures independently and use judgment and discretion to act when precedents do not exist.
- Ability to troubleshoot most office administration problems and respond to all inquiries and requests related to work area.
- Ability to understand problems from a broader perspective and anticipate the impact of office administration problems and solutions on other areas.
- Ability to analyze operational and procedural problems and develop, recommend, and evaluate proposed solutions.
- Working knowledge of budget policies and procedures.
- Ability to perform business math, analyze budgetary data, and make accurate projections requiring some inference.
- Ability to effectively handle interpersonal interactions at all levels and handle highly sensitive interpersonal situations.
- Ability to use negotiation and persuasion skills to achieve results and expedite projects.
- Ability to apply general practices, methods and procedures related to public affairs, media relations, marketing, special events, and/or fundraising fundamentals.
- Thorough knowledge of English grammar, spelling and punctuation.
• Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
• Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
• Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
• Ability to interpret, communicate and apply policies and procedures.
• Ability to serve as a liaison for the Department.
• Demonstrated ability to maintain a high degree of confidentiality.
• Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.
• Ability to independently handle multiple work unit priorities and projects.
• Ability to apply independently a wide variety of policies and procedures where specific guidelines may not exist.
• Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
• Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.

Preferred Skills and Experience
• Bachelor’s degree.
• Two years of progressively responsible experience in marketing, event planning and public relations, or a related field.
• Experience in PowerPoint, Word, Excel, and other tools for producing brochures, invitations, handouts, programs, etc.
• Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

Special Conditions
• Must be willing to travel and attend training programs off-site for occasional professional development.
• Must be able to move equipment up to 20 lbs. for event set up and clean up.
• Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
• The person holding this position is considered a ‘mandated reporter’ under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
• Must be able to successfully pass a pre-employment background/fingerprint check.
• This position classification has been defined as non-exempt and is subject to overtime provisions of the Fair Labor Standards Act (FLSA).

INCUMBENT: I have read this position description and understand its contents.

INCUMBENT NAMESIGNATUREDATE

SUPERVISOR: I certify that all statements on this form are complete and accurate.
DEAN/DEPARTMENT HEAD: I certify that all statements on this form are complete and accurate.

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