

## POSITION DESCRIPTION

Position descriptions are the foundation for recruiting, classification decisions and performance evaluations. A position description is maintained in Human Resource Management for all staff and management employees describing current job duties and responsibilities. Position descriptions should be updated as needed to reflect current duties and submitted to Human Resource Management for review. New employees should review and discuss their position description with their Appropriate Administrator.

**Action Requested:** *Organizational Chart required for all actions.*

- Review of a new or vacant position
- Initiate a classification review
- Update an existing position description (no review requested)

<b>Name of incumbent</b> (if filled position):		
<i>If vacant, name of previous incumbent:</i>		
<b>Working Title:</b> Associate Director, Ceremonies & Events		
<b>Classification Title:</b> Administrator II		
<b>Department Name:</b> University Advancement		<b>Division:</b> University Advancement
<b>Appropriate Administrator/Supervisor Title:</b> Marilyn McPoland/Executive Director, Ceremonies & Events		
<b>Position Number:</b> 00001279	<b>Job Code:</b> 3312	<b>Grade Level:</b> 1
<b>Time Base:</b> 1.0	<b>FLSA Status:</b> Exempt	

**Position Summary:** *In a few sentences, briefly describe the primary function of the position.*

Under the general direction of the Executive Director of Ceremonies & Events, the Associate Director is responsible for the logistics in planning, producing, and executing the University campus Commencement, Cultural Graduation Ceremonies, Fall Convocation. New Student Convocation, UA events and other university-related events. Oversee event related budgets falling under the purview of the Ceremonies and Events department, also includes tracking and reconciling expenses, revenue payments, to ensure payment or receipt, and to provide a fiscal variance analysis from year to year. Acts as a liaison between C&E, and outside regulatory agencies, to obtain any needed event permits, and to ensure compliance with all regulatory agencies.

**Major Duties:**

*Describe the major responsibilities assigned to this position (typically 5 to 7) listing them in order of importance. Indicate the approximate percentage of time spent in each area of responsibility, estimated over a year timeframe (Minimum of 5% for a given duty. Primary responsibilities should represent the majority of the time allocation, with the total equaling 100%). Miscellaneous or other duties should be 5%.*

*Indicate duties, which are “essential functions” by checking the Essential Function box in the right column.*

*The Americans with Disabilities Act (ADA) provides that there shall not be a barrier to employment for an otherwise qualified disabled individual who is able to perform the “essential functions”, which is intrinsic to the work. **A function may be essential because 1) the position was established to perform the function; 2) a limited number of employees are available to perform the function; and/or 3) removing the function would fundamentally change the position.** (Example: A receptionist must be able to respond to in-person, telephone and electronic inquiries).*

Description of Duties	% of Time Total = 100	Essential Function
University Commencement Ceremony & Major University Events Plan and manage the annual Commencement Ceremonies; the design of ceremony, venue logistics, college groupings, and number of ceremony days based on graduation reports. Budget oversight management, vendor relations, vendor expense and revenue tracking, updates to website, tracking graduation and participation reports, working with academic advisors, working with communications on the program, videos and other elements, scheduling Commencement Fair, working with the Provost’s office on ceremony structure, script writing, and selection process for student speakers. Schedules Commencement 101 sessions and updates	50%	<input checked="" type="checkbox"/>

materials. Executes any and all details related to Commencement. Manage the logistics in planning, producing, and executing the University campus, Cultural Graduation Ceremonies, Fall Convocation. New Student Convocation, UA events and other university-related events. Oversee event related budgets falling under the purview of the Ceremonies and Events department, also includes tracking and reconciling expenses, revenue payments, to ensure payment or receipt, and to provide a fiscal variance analysis from year to year. Acts as a liaison between C&E, and outside regulatory agencies, to obtain any needed event permits, and to ensure compliance with all regulatory agencies.		
Department Fiscal Oversight Manage and collaborate with Division Fiscal Officer on fiscal budget management for all C&E Events and the C&E department budget in data warehouse. Responsible for tracking event expenses and revenue. Budget Reconciliation and analytics for Commencement, and all other events. Provide a fiscal analysis from year to year. Works with Divisional Fiscal Officer to assist in managing event budgets; this includes tracking of vendor invoices and payments, as well as tracking revenue deposits and payments.	40%	<input checked="" type="checkbox"/>
Other duties as assigned.	10%	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

**Changes in position:** *If this is an existing position that you believe has changed, what specific duties or responsibilities have been changed, added to, or removed since the position was reviewed previously or since the incumbent was assigned?*

**Physical Effort:** *Indicate the type of physical effort which is essential to the position activities:*

Light Work - involves mainly sitting with up to 25% of the activities involving regular standing or walking; involves lifting of medium weight objects limited to 25 pounds.

**Environmental Factors:** *Indicate the type(s) of environmental factors which are essential to the position activities:*

<input type="checkbox"/> Inside (Typically Office Environment) Frequency: Choose an item.	<input type="checkbox"/> Extreme Temperature (hot/cold) Frequency: Choose an item.	<input type="checkbox"/> Elevated Work (Raised platform/scaffold) Frequency: Choose an item.
<input type="checkbox"/> Outdoor Frequency: Choose an item.	<input type="checkbox"/> Hazards Frequency: Choose an item.	

**Supervision Received:** *Indicate the level of supervision received by the position from the Appropriate Administrator.*

General Direction - general control over administrative aspects of work; plans and organizes methods for completing tasks and managing responsibilities; makes decisions which have a wide impact on the work of others or the work unit.

**Supervision Exercised:** *Indicate the type of supervisory responsibilities that are associated with the position.*

Manages a unit/function.

**Specialized Materials:** *The position may require the use of the following equipment, machinery, tools, vehicles or office equipment:*

Golf cart operation.

**Special Working Conditions:** *List any overtime requirements, 24/7 on-call, work schedule, etc.*

**Knowledge, Skills, and Abilities:**

Knowledge of:

- Thorough knowledge of office systems and ability to use a broader range of technology, systems, and packages;
- Thorough knowledge of modern office procedures, practices, methods, and records management, and to be fully functional in all technical aspects of work assignments.
- Knowledge of proper customer service-oriented techniques;
- Thorough mastery of English grammar, punctuation, and spelling; clearly organized thought using proper sentence construction, punctuation, and grammar; perform difficult typing duties; format correspondence, reports, and written directives; compose correspondence from fragmentary instructions;
- Knowledge of budget policies and procedures;
- Comprehensive and detailed knowledge of the university infrastructure, policies, and procedures.

Skill in:

- Skill in planning, organizing, coordinating and performing work in complex situations;
- Skill in using software applications to prepare spreadsheets, tables, and charts;

Ability to:

- Ability to independently handle multiple work unit priorities and projects.
- Ability to interpret and apply policies and procedures independently, and use judgment and discretion to act when precedents do not exist;
- Ability to use office software packages, technology, and systems
- Ability to troubleshoot most office administration problems and respond to all inquiries related to work area;
- Ability to draft and compose correspondence and standard reports;
- Ability to handle effectively a broader range of interpersonal contacts, including those at a higher level and those sensitive in nature;
- Ability to be fully functional in all technical aspects of work assignments;
- Ability to operate standard office equipment;
- Ability to identify and address training needs or support staff and students;
- Ability to exercise judgment and independently handle multiple work unit priorities and projects
- 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.
- 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.

**Experience and Education:**

Professionals at this level usually have five - seven (5-7) years of experience and/or the equivalent to a Bachelor's degree. Two - three (2-3) years of supervisory/managerial experience required.

**Preferred Qualifications and/or Specialized Skills and Abilities:** (if none, write N/A):

Work experience in event management or event operations.

Large scale event planning experience (1000+) attendees. Experience working with high-level professionals including congressional, trustees, and C-level executives. Savvy social media communication knowledge.

**Signatures** (Acknowledgement that the information is accurate)

<b>Name of Employee:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Name of Supervisor/Dept. Manager:</b>	<b>Signature:</b>	<b>Date:</b>

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**For HR Use Only**

Classified By: Adriana Godoy Date: 7.30.2024

- General Reporter     Limited Reporter     Background Check     Fingerprints     Physical Exam  
 Driver's License     Conflict of Interest     MPP Job Code U155