

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Events Coordinator  
Code: 18371  
Salary Grade: 56  
FLSA Status: Non-Exempt  
Department/Division: Job available in different departments/divisions  
Reports To: In accordance with departmental policies

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## *Summary*

- Function: To assist with the planning and coordination of support operations for a large facility or department.
- Scope: Responsible for scheduling and supervision of events and coordinating technical, physical and other required support.

## *Duties*

- Typical:
  1. Assists in planning and scheduling on and off-site university events to include coordination/procuring of location, facilities, technical services, supplies, marketing, publicity, and personnel.
  2. Assists with the coordination of financial transactions, including budget tracking, travel, invoicing, billing records, and payroll.
  3. Ensures sufficient support personnel are trained and available.
  4. Contacts internal and external participants and agencies to assist with coordination of co-sponsored events.
  5. Communicates information regarding facility use, program operations, and campus policies, regulations and procedures to customers and the University community.
  6. Provides administrative assistance to support the Events Manager and in support of the various events.
  7. Performs other duties as assigned.
- Periodic:
  1. Participate in student related events.
  2. Participates in special meetings.

***Education***

<b>Required</b>	<b>Preferred</b>
Associate's Degree or 60 earned college credit hours from an accredited institution.	Bachelor's Degree in a related field from an accredited institution.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Criminal Background Check (CBC)	N/A

***Experience***

<b>Required</b>	<b>Preferred</b>
Two years of experience in events planning and management.	Experience in data management.

***Equipment***

<b>Required</b>	<b>Preferred</b>
General knowledge of sound and lighting systems and other applicable equipment.	N/A
Personal computers, events management software and standard office equipment.	

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Will require evening and weekend hours.	N/A

***Supervision***

<b>Received</b>	<b>Given</b>
Direct supervision and detailed instructions on new projects.	Direct and/or indirect supervision of administrative support and/or students.

***Accuracy***

Proficiency in all phases of work performed.
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***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies and procedures are complied with.
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*Security Sensitive*

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.