

The University of Akron
Classification Specification

Job Title:	Department Coord Events-WC	Job Code:	41221
Job Function:	Staff	Grade:	117
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	1000 Administrative Support Division	Date:	7/17;5/14

Job Summary:

Support the Office of Community relations by coordinating community events, college events, and professional writing to help Wayne College maintain a favorable public image.

Essential Functions:

60% Coordinate various events, speakers and meetings for the College by providing detailed plans, assisting with promotional materials for these events and directing daily activities to implement these events. Act as a liaison between visiting speakers and the manager of community relations.

30% Perform professional writing duties such as press releases, grants, legal contracts, and honorariums. Assist with proofreading of college materials.

8% Act as a liaison between various groups as well as host/hostess for special events. Attend staff meetings, represent the College at community meetings and functions when necessary.

2% Attend conventions, work shops, or instructional courses to maintain an understanding of current job trends and modern technology.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 4 years experience in public relations and event planning. Strong organizational, communication, and computer skills including word processing, and spreadsheets required. Ability to perform purchasing and budgeting duties as well as supervisory duties required. Desktop publishing skills preferred.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.