

**HOWARD UNIVERSITY**  
**Position Description**

**POSITION TITLE:** Event Coordinator **SALARY GRADE:** HU-10  
**DATE REVISED:** December 1, 2014 **EEO CODE:** 02  
**JOB CODE:** 2315 **FLSA STATUS:** Exempt  
**BARGAINING UNIT:** N/A

<b>DEPARTMENT:</b>	<b>POSITION NO:</b>
<b>REPORTS TO:</b>	<b>GRANT:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes

**BASIC FUNCTION:** The purpose of this position is to work under the direction of the Director of the department to plan, coordinate, and oversee major University events that are hosted by and/or presided over by the president.

**SUPERVISORY ACCOUNTABILITY:** Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.

**NATURE AND SCOPE:** Internal contacts include administrators, faculty, students, and staff of the Department and University. External contacts include executive alumni, vendors/contractors, general public and external agencies.

**PRINCIPAL ACCOUNTABILITIES:** Conduct site visits to ascertain field condition requirements and site preparation in connection with work orders pertaining to maintenance and special events, and works with other responsible units and departments in all phases of event coordination.

Coordinates the implementation or requirements for annual and special events to include supplies, materials, and equipment and labor as required for a given event.

Prepares, coordinates and monitors progress of projects. Takes necessary steps to assure quality control.

Interacts with the individual responsible for event and prepares comprehensive concept document for the event.

Maintains direct contact with personnel from various outside organizations as well as University departments associated with scheduled events.

Prepares and maintains schedule for all assigned projects and responsible for completing the projects within schedule.

Provides direction and information to faculty, staff, and outside organizations regarding events; maintains written correspondence or telephone communication with patrons and/or clients via appropriate means.

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Represents University in public relations/ liaison capacity on matters relating to events and at departmental meetings.

Perform related duties and responsibilities as required or assigned.

**CORE COMPETENCIES:** Ability to communicate effectively orally and in writing with a diverse population. Must be detailed oriented and organized.

Ability to exercise discretion and ensure a high-level of confidentiality.

Ability to prepare and manage a budget and associated resources.

Ability to communicate in a concise, professional, and persuasive manner.

Skilled in project management and leadership with the ability to work as a team leader and delegate assignments appropriately.

Knowledge of trends, models, and practices in the field of programs and special event planning and some knowledge of fund raising and development.

Ability to establish and maintain effective and harmonious work relations with faculty, staff, residents, students and the general public.

**MINIMUM REQUIREMENTS:** Bachelor's Degree and 1-3 years of related work experience. 8 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

**SIGNATURES REQUIRED:**

**SIGNED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Department Manager/Supervisor

**CERTIFIED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Department of Compensation and Performance Management

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