UNIVERSITY OF SOUTHERN CALIFORNIA

Special University-Wide Academic Events Manager

Job Code: 129316

Grade: I
OT Eligible: No
Comp Approval: 7/2/2010

JOB SUMMARY:
Manages and directs major academic events, special productions and projects. Plans and executes successful performances throughout each event. Manages and directs a large number of student workers, volunteers and/or donors. Negotiates and authorizes all related vendor contracts for each event. Reports directly to the President's Office and Provost's Office in all matters concerning the university's largest academic events.

JOB ACCOUNTABILITIES:

*E/M/NA  % TIME

Manages and directs major academic events, special off-campus productions and special projects. Plans and executes successful Commencement, Homecoming, Academic Honors and New Student Convocation and 12-16 Visions and Voices events. Identifies target groups, develops concepts and designs, coordinates mailings of promotional materials and invitations and directs logistical planning. Supervises design and layout of Convocation and Homecoming programs. Manages records, evaluates activities, and statistics for events.

Determines location of ceremonies and other events. Recommends program theme. Determines and recruits guest speakers for specific events and authorizes travel expenses. Manages guest lists, receipt and processing of RSVPs and chart designated seating.

Serves as key resource for all major university-wide academic events. Provides consultative services to schools regarding academic special events and programs. Liaises with deans, program directors and outside authorities to plan events and/or activities and resolve various problems such as scheduling conflicts, layouts and setups. Determines an appropriate resolution for event problems.

Determines staffing needs and allocation of resources. Recruits, screens, hires, orients and trains student workers, volunteers and donors, as appropriate. Schedules and assigns work and maintains quality standards. Manages and supervises the work of a large number of foremen and installers including vendors for all university-wide academic events.

Develops and manages budgets for each event. Negotiates financial terms and authorizes expenditures. Determines appropriate billing and division of charges for schools and programs participating in Homecoming and Commencement events. Provides forecasts and projections to develop budget. Provides financial status reports, as required.

Researches potential new vendors. Determines appropriate vendor for each aspect of an academic event. Negotiates and contracts with vendors for a variety of goods and services related to special events planning. Monitors delivery of goods and services to ensure contract terms are satisfied.

Researches and maintains information on volunteers, donor relations and prospective donors. Develops and maintains an extensive network of contacts, internal and external to facilitate event coordination.
______ ______ Develops and implements policies and procedures for special academic event activities. Conveys established policies and procedures to student workers, volunteers and donors. Interprets policies and procedures, as needed.

______ ______ Oversees, guides and facilitates several university event committees consisting of a large number of committee members. Sets and distributes agendas and documents for specific committee meetings.

______ ______ Manages verbal and written communications, publications and other public media, related to major academic events.

_E__ ______ Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

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<th>Essential</th>
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In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

- Bachelor's degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**

- 3 years

**Minimum Field of Expertise:**

- Experience with planning and oversight of large special events and/or alumni volunteers and relations management. Demonstrated proficiency in written and oral communications.

**Preferred Experience:**

- 5 years

**Skills: Other:**

- Analysis
- Assessment/evaluation
- Budget control
- Budget development
- Communication -- written and oral skills
- Conceptualization and design
Consulting
Counseling
Creative writing and editing
Graphic design
Human resource process and employment knowledge
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Marketing
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Project management
Public relations
Research
Scheduling
Supervisory skills
Teaching/training

Skills: Machine/Equipment:

Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:
Supervises students and volunteers.

Supervises: Nature of Work:
Administrative
Professional/Paraprofessional
Service/Maintenance

SIGNATURES:
Employee: ___________________________ Date:____________________________
Supervisor: __________________________ Date:____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.
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