Job Description:

Job Essential Function 1
Percent of Time: 75%
PLANNING, ANALYSIS and EVENT MANAGEMENT

Responsible for planning and implementing, executing and evaluating a comprehensive program of special events to achieve strategic objectives for the UCI Office of Academic Initiatives and Office of the Provost. Implements year-round program of events that are used for outreach, community engagement and cultivating friends and donors.

Develops and implements an overall strategy, in collaboration with internal liaisons to include:
- Program theme and goals
- Pre-event consultation and planning, venue selection, agenda development and event flow
- On-line registration form creation and maintenance
- On-site event logistics, related travel arrangements, staffing
- Marketing and promotion for the event
- Community and university invitation list
- Invitation and other printed materials
- Timeline, scenario and budget
- Coordination of vendors and volunteers
- Post-event analysis, next steps, and quarterly event reports

Arranges and implements all logistics for events including site selection and inspection, menu selection, budget tracking, entertainment, audio-visual, parking, coordination of vendor payments, directional signs, printing and recognition items. As needed, create Requests for Proposals and negotiate contracts for on- and off-campus venues.

Oversees the timely creation and production of invitations, programs, writes scenario, and other event-related materials and correspondence.

Provides on-site management of events to ensure that the program runs smoothly and all aspects of the program go as planned.

Job Essential Function 2
Percent of Time: 15%
CAMPUS LIAISON

Responsible for ensuring that Office of Academic Initiatives events are integrated into the overall master calendar in a timely fashion and that the Vice Provost's office, Chancellor's Office, Provost's Office and selected faculty and volunteers are informed of the schedule changes in a timely fashion.

Serves as an interdepartmental liaison and is responsible for informing administrators, managers and staff. Responsible for providing adequate information to support staff so they can respond effectively to incoming calls for events.

Enlists and involves UC Irvine administrators, faculty, development officers and support staff as needed to augment and support special event activities. Also responsible for keeping appropriate event participants informed about the guest list, scenario and general status of the event.

Serves as a liaison to other departments on campus including the office of Parking and Transportation, Campus
Police, Campus Calendar, Campus Catering, Instructional Resources Center and Facilities Management to ensure the success of programs involving these departments.

Job Essential Function 3
Percent of Time: 10%
BUDGET CONTROL/EVALUATION

Responsible for developing, monitoring and maintaining a budget for each assigned event.

Oversees the timely payment of vendors and deposit of program revenue to the appropriate account(s). Responsible for expediting materials (receipts, contracts, guest lists, purchase order numbers) to the proper sources for timely payment of expenses.

Responsible for producing analysis on the status per event of expenditures based on budgets from various sources, based upon historical data and providing recommendations on action within each account.

Responsible for developing cost control methods to reduce overall budget for each event.

Maintain a systematic evaluation of special events and utilizes the data from these mechanisms to evaluate special events with the context of the overall goals of the University.

Responsible for the post-analysis of events for the importance of major components such as budget and cost-effectiveness, university and community attendance, cultivation of new and potential donors, recognition of current donors, overall organization of event, along with suggested improvements for future events.

Generates appropriate follow-up materials and correspondence including acknowledgement of program participants (i.e., faculty guest speakers, volunteers, underwriting donors), distribution of photos from events. Preparation and distribution of final guest list, plus additional follow-up material (brochures, etc.) as necessary.

SKILLS, KNOWLEDGE AND ABILITIES:

Required:
Substantial experience planning and implementing special events, particularly in the field of higher education and/or non-profit donor related events.
Ability to organize a diverse workload, to prioritize projects, and to establish strategies and action plans to achieve targeted objectives.
Demonstrated ability to work independently as well as in a team environment with professional demeanor, self-reliance and resourcefulness.
Experience in development and systematically monitoring budgets for special events and the ability to make recommendations to control costs for events.
Ability to balance, plan and work on multiple events at a given time.
Effective verbal and written communication skills to write correspondence, invitation copy, program scenarios, and to communicate diplomatically with a wide variety of university and community constituents.
Excellent interpersonal skills to relate easily and effectively with people within and outside the University.
Ability to work evenings and weekends as required for events.
Ability to analyze complex programmatic problems and situations and quickly determine viable alternatives.
Ability to make oral presentations.
Ability to create an atmosphere or develop a theme to enhance and produce a successful program or event.
Demonstrated knowledge of Word, Excel, PowerPoint.
May be required to drive on occasion in order to perform the routine or essential job responsibilities for the position.
Must possess a valid California driver license and participate in the DMV Pull Notice Program.

Desired:
Experience working with volunteers in the implementation of events.
Working knowledge of database, Desktop publishing programs, and Advance system.
Demonstrated ability to persuade others and gain consensus toward a specific objective.

Below are general guidelines on the position's physical, mental, and environmental working conditions.
In accordance with applicable state and federal law, UCI provides reasonable accommodations for applicants with disabilities upon request. For more information, please contact Human Resources at (949) 824-5210.

Bend: Occasionally
Squat: Occasionally
Crawl: Occasionally
Climb: Occasionally
Kneel: Occasionally
Handle Objects: Occasionally
Push/Pull: Occasionally
Reach Above Shoulder Level: Occasionally
Sit: Frequently
Stand: Frequently
Walk: Frequently
Use Fine Finger Movements: Frequently
Carry/Lift Loads up to 25 Pounds: Frequently
Carry/Lift loads between 25-50 lbs: Not Applicable
Carry/Lift Loads over 50 Pounds: Not Applicable
Read/Comprehend: Frequently
Write: Frequently
Perform Calculations: Frequently
Communicate Orally: Frequently
Reason and Analyze: Frequently
Chemical/Biological Agent: Occasionally
Construction Activities: Not Applicable
Contact with Water/Liquids: Occasionally
Drive Motorized Equipment: Occasionally
Confined Spaces: Occasionally
Elevated Work Location: Not Applicable
Radioactive Materials: Not Applicable
Temperature Variations: Occasionally
Gas System: Not Applicable