EVENT SPECIALIST III 2022- 32800

Position Summary:

Founded in 1965, the UCI Henry Samueli School of Engineering educates more than 4,600 students with an integrative approach that blends fundamentals, research and hands-on experience. Comprised of six academic departments and 162 faculty, the school aims to unleash innovation, create opportunities and inspire ingenuity.

Working under the general supervision of the Dean’s Office, the Events Manager position will manage events on behalf of the UCI Samueli School of Engineering. The manager will direct the event and the activities of employees engaged in providing technical, AV, facilities and all other specialized support during events. The manager is responsible for long-range planning and budget preparation as it relates to events. Events include but are not limited to student design review showcases, academic and international expositions and symposiums, faculty conferences, VIP receptions, staff and faculty recognition. Size of attendance to exceed several hundred to 1,000 plus in some circumstances. Planning will include analysis of services, equipment, and processes in order to develop a roadmap for increased services and efficiencies. Event Manager develops event announcements, as well as manages the School’s contact database.

Key Responsibilities

List key functions and the estimated percentage of time spent performing each of the responsibilities. Indicate which responsibilities are considered "Essential" to the successful
performance of the job as defined by the EEOC: “Essential functions are the basic job duties that an employee must be able to perform. You should carefully examine each job to determine which functions or tasks are essential to performance.”

**Example:**

25% Essential Performs basic design, development, modification and debugging of software. Evaluates basic software for functional areas. Analyzes existing software or works to formulate logic for basic systems, prepares basic specifications and performs coding.

<table>
<thead>
<tr>
<th>% of time</th>
<th>Essential Function (Yes/No)</th>
<th>Key Responsibilities <em>(To be completed by Supervisor)</em></th>
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</thead>
<tbody>
<tr>
<td>30</td>
<td>Yes</td>
<td>Consults with clients to <strong>conceptualize</strong> all details regarding events and event planning. The position is the front line and center in all aspects of venue selection, venue reservation, catering, event room staging, audio-visual set up, parking administration, event registration, production of event collateral, event staffing, event related travel arrangements, VIP hosting, distribution of promotional materials and closing out event accounts payables. Collects bids for services, selects the appropriate vendors and purchases materials and services on behalf of the School.</td>
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<td>Yes</td>
<td>Plans and manages numerous medium to moderately complex events through out the year. Events involve guests from multiple sources such as, student events, other public institutions, research institutions, private sector interests, alumni, and interested donors identified by the advancement or development office. Serves as the primary or secondary host as appropriate and liaisons with other stakeholders with regards to each event to ensure that each program is well coordinated and carried out in a seamless manner.</td>
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<tr>
<td>30</td>
<td>Yes</td>
<td>Plans, organizes, and identifies real and potential event locations and vendors.</td>
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<td>Yes</td>
<td>Determines and coordinates staffing and resource needs</td>
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<td>Yes</td>
<td>Develops and coordinates guest lists. <strong>Implements on-line registration and also manages the registration the day of the event</strong></td>
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<td>20</td>
<td>Yes</td>
<td>Develops and implements event budgets. <strong>Collaborates with the School’s Finance unit to obtain budget authorization and successfully manages events within allocation of funds. Monitors budget and makes prudent decisions accordingly. Administers close out activities and event related accounting transactions and maintains all expense records.</strong> Manages all related purchase requests through purchasing office and personal corporate card expenses and reimbursements as appropriate.</td>
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<td>20</td>
<td>Yes</td>
<td>Contributes to and participates in long-range unit event planning. <strong>Trains and advises other departments with event policies, processes, procedures, and best practices to ensure consistent quality of engineering school events.</strong></td>
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</table>
Advises Directors and other stakeholders in the development of strategic and creative marketing strategies to promote student activities for the School of Engineering. Identify appropriate promotional giveaways based on client needs. Collect samples, proofs and bids from vendors.

Yes
Mentors and oversees the work of less experienced events staff.

Yes
Provides on-site management of events. Ensures smooth-running, effective events, including successfully recognizing and resolving potential and real problems in a timely manner using tact, sensitivity, discretion and political acumen.

Yes
Mentors and / or supervises volunteer or student corps; creates incentive and recognition programs for volunteer and / or student corps.

Yes
Manages and maintains 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 School.

Yes
In coordination with the School’s Development team, the events manager creates, manages and tracks event sponsorships and communicates with sponsors to ensure agreed benefits are delivered.

Compensation Range:
$59,200-$72,950

Department Website:
https://engineering.uci.edu/

Required:
Bachelor’s degree in communications, marketing, hospitality or related field, or an equivalent combination of education with 5 years of related professional experience.
Bachelor’s degree in related area and / or equivalent experience / training.
Thorough knowledge and understanding of concepts, principles and practices of event planning and public relations, including event design, organization and production. Thorough knowledge of the campus, its vision, mission, programs, policies, achievements and infrastructure. Knowledge of University policies and procedures relating to the use of University facilities, event management and presentation. Demonstrates good judgment in making decisions and managing events. Skill in effectively meeting budget and time constraints. Demonstrated organizational and project management skills to work successfully with clients to produce high quality events that meet client needs and appropriately represent the campus for fundraising events. Skills to provide excellent donor stewardship. Highly developed interpersonal communication skills including political acumen and social perceptiveness. Abilities to establish and maintain collaborative working relationships, both within the University and with external constituencies. Excellent verbal and written communication skills to effectively communicate with diverse populations with competing priorities. Highly developed judgment, decision-making and problem recognition / avoidance / resolution skills, including skill in determining those issues / problems that need to be brought to management's
attention. Knowledge of principles and practices of volunteer recruitment, supervision, motivation and evaluation. Proven ability to work on several tasks simultaneously. Skill at responding effectively to priorities and setting deadlines. Experience maintaining a high standard of productivity within a broad scope of responsibility despite frequent interruptions. Ability to complete large volume of diverse tasks efficiently, meeting established deadlines. Ability to effectively work with invited guests, donors, government officials and university VIPs. Knowledge of crowd management, crowd safety protocols, security and emergency procedures related to small, medium and large scale gatherings. Ability to give clear directives and use independent, rational judgment to make optimal decisions. Knowledge and skill to set and monitor work standards and protocols. Demonstrating good judgment, a focus on customer service, and ability to prioritize when making decisions and managing events which affect the school as a whole and its specialized communities Position will be required to work some evenings and weekends as needed. Ability to work independently as well as collaboratively with the Dean, Assistant Dean, Directors, faculty, staff, students, volunteers, alumni, advisory board members and industry partners.

**Conditions of Employment:**

The University of California, Irvine (UCI) seeks to provide a safe and healthy environment for the entire UCI community. As part of this commitment, all applicants who accept an offer of employment must comply with the following conditions of employment:

- Background Check and Live Scan
- Legal Right to work in the United States
- Vaccination Policies
- Smoking and Tobacco Policy
- Drug Free Environment

The following additional conditions may apply, some of which are dependent upon business unit or job specific requirements.

- California Child Abuse and Neglect Reporting Act
- E-Verify
- Pre-Placement Health Evaluation

Details of each policy may be reviewed by visiting the following page - [https://hr.uci.edu/new-hire/conditions-of-employment.php](https://hr.uci.edu/new-hire/conditions-of-employment.php)

**Closing Statement:**

The University of California, Irvine is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the [UC nondiscrimination policy](https://hr.uci.edu/uc-nondiscrimination). We are committed to attracting and retaining a diverse workforce along with honoring unique experiences, perspectives, and identities. Together, our community strives to create and maintain
working and learning environments that are inclusive, equitable, and welcoming. UCI provides reasonable accommodations for applicants with disabilities upon request. For more information, please contact Human Resources at (949) 824-0500 or eec@uci.edu.