



## Events Coordinator

Salary: \$43,900- \$47,000

Posting Deadline: 5/31/2018

### Description

UC San Diego, located in La Jolla, in the San Diego Metropolitan area, enrolls over 35,000 students and is one of the University of California's 10 campuses. UC San Diego has earned recognition as one of the world's premier research universities and one of the top-10 public universities in the nation.

UC San Diego Athletics is reclassifying to NCAA Division I as a member of the Big West Conference. We are looking for a dynamic individual to fill the Events Coordinator position. Triton Athletics promotes the pursuit of excellence, strength of character, teamwork, ethical conduct, and diversity, and is inextricably linked to the educational mission of the University. UC San Diego has a proud tradition of academic and athletic excellence.

The Special Events Coordinator is responsible for, or assisting with, the administration, coordination, and evaluation of events and activities involving Intercollegiate Athletics including, but not limited to: Alumni and parent outreach, Fundraisers, campus and community outreach, honorary coach program, student-athlete events and other related events designed to elevate the Intercollegiate Athletics program's visibility and involvement in campus life, and strengthening UC San Diego's exposure in the community. Anticipates issues and makes constant adjustments, with high stakes consequences, such as reputation of the University and Intercollegiate Athletics, relationships with donors, fundraising outcomes, and financial impacts.

The incumbent is responsible for tracking event budgets, financial payment tracking, event gift solicitation, event logistics, and event follow-up and donor tracking. Responsible for project support in a wide range of areas including resource administration, strategic planning, constituent engagement and general administration management issues. Extracts and organizes reports from ESP/CRM database including demographic reports for targeted regional events, mailing lists, giving information, etc. Updates records with address changes, program participation, special interest, etc. The incumbent will follow the athletic philosophy consistent with that of the UC San Diego Athletic Department and NCAA, and a commitment to diversity in all of its forms.

~ The incumbent will need to execute and attend the various athletic program events, which will include working nights and weekends when required.

- A complete application will include a Cover Letter, Online Application and Resume.

Apply at: [https://jobs.ucsd.edu/bulletin/job.aspx?jobnum\\_in=93704](https://jobs.ucsd.edu/bulletin/job.aspx?jobnum_in=93704)

### Requirements

- Working knowledge of concepts, principles and practices of event planning and production and public relations. Experience independently conceptualizing, planning, managing, and implementing the logistics of high-level, donor centric events related to fundraising, conceptualizing event themes to meet strategic goals; experience presenting alternative fundraising event themes to high level decision makers such as Deans, Assistant Deans, Directors of Development, etc.
- Working knowledge of the campus, its programs, policies, mission, goals, objectives, achievements and infrastructure.
- Working organizational skills, including skill in effectively coordinating and organizing multiple

details. Excellent organizational abilities appropriate to effective calendar management and student and / or volunteer scheduling.

- Good interpersonal communication skills and political acumen, including skill in effectively representing the campus, medical center or other university organization to its publics.
- Good judgment and effective decision-making and problem resolution skills, including skill to recognize and deal effectively and appropriately with real and potential problem areas, including skill to determine the issues / problems that need to be brought to the attention of higher level staff and / or management.
- Ability to work in diverse groups, including but not limited to students, staff, faculty, general public, production personnel, technical operators and performing artists. Excellent interpersonal skills, including demonstrated ability to exercise good judgment, tact, diplomacy, flexibility, confidentiality and patience, and to successfully interact with a diverse student, staff, coach, alumni, academic and public population, on the telephone and in person.
- Ability to work professionally under pressure and under tight deadlines ensuring excellent customer service support.
- Experience directing vendors re: catering, transportation, lighting, entertainment, venues, music, and special events vendors. Communicating needs, monitoring delivery of goods & services, negotiating prices and reconciling invoices. Creation of budgets and annual summaries.
- Strong working experience organizing event & budget information using spreadsheets. Experience using the internet to seek out information about vendors and donors. Experience with Word, email, graphics, and experience using databases to seek out information; experience entering info into a database.
- Ability to understand and interpret tax laws governing charitable giving, and ensure compliance with University and Foundation policies for the receiving and recording of charitable donations.
- Demonstrated knowledge of best practices and industry trends in collegiate athletic alumni programming, and the ability to interface with diverse alumni in one-to-one, small and large group settings.
- Proven talent to create aesthetically pleasing materials through graphic design experience. Proven knowledge of computer, media, and networking technology including with proficiency with Microsoft Office Suite, Adobe Creative Suite (such as Photoshop, Dreamweaver, Flash, Illustrator, InDesign, Illustrator)
- Professional knowledge of the philosophy and objectives of NCAA athletics programs, as well as the rules and regulations related to alumni, external donors, board members, boosters and student athletes.
- Understanding of the overall mission of the UCSD Intercollegiate Athletic Department, commitment to directing the athletic alumni component of the mission, and willingness to collaborate with other staff members to effectively handle department-wide initiatives that cross over intra-departmental boundaries (special events, campus projects, NCAA Championships, Homecoming, Founders Day, etc).

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age, protected veteran status, gender identity or sexual orientation. For the complete University of California nondiscrimination and affirmative action policy see: <http://www-hr.ucsd.edu/saa/nondiscr.html>

UC San Diego is a smoke and tobacco free environment. Please visit [smokefree.ucsd.edu](http://smokefree.ucsd.edu) for more information.