Incumbent:  
Hire Date:  
Classification: Pre-Professional Graduate Assistant; 50%, 9 months.  
Position#:  
Organizational Relationships:  
Department: Campus Recreation  
Crew/Home Org:  
Exempt Status:  
Spending Authority greater than $5,000:  
Supervisory:  
Supervise more than 20:  
C-FOAPAL:  
Date of PD: January 2017  

JOB SUMMARY:  
Assist in the operation, development and growth of event services and facility reservations for Campus Recreation. Provide leadership in the area of event coordination and student development. The secondary purpose of this position is to provide development opportunities to the incumbent.

DUTIES & RESPONSIBILITIES: 90%  
Management of the Event Management Program: 65%  
• Assist with the day-to-day administration of event management for Campus Recreation indoor (excluding the Ice Arena) and outdoor facilities including: reservation processing and follow-up, equipment inventory/maintenance, marketing and staffing. 20%  
• Provide on-site coordination of events. 15%  
• Serve as Liaison between Event Management and Facility Management. 5%  
• Assist in the development, application and evaluation of policies and procedures of the Event Management program. 2.5%  
• Assist with Campus Recreation’s role with late night dances including attending pre-event meetings, providing leadership during event and compiling post-event evaluations. 5%  
• Assist with preparation of budget projections, program assessments and overall program recommendations. 5%  
• Assist in the analysis of space allocation through data collections and other initiatives. 5%  
• Assist with coordination, implementation and management of welcome week activities. 2.5%  
• Provide support to the student staff and the Assistant Director and Coordinator; attend and participate in regular staff meetings and perform other duties as assigned. 5%  

Management of Event Management Student Staff: 25%  
• Recruit, hire, train, schedule and evaluate Event Management staff as assigned; maintain written employee manual; update staff intranet as needed. 20%  
• Provide leadership and serve as a resource to Event Management student staff. Lead and/or assist with training and developmental opportunities for student staff. 5%  

ADDITIONAL RESPONSIBILITIES: 10%  
A. Supervisory Controls 5%
• Reports to the Event Reservations Coordinator who reports to the Assistant Director of Facility Scheduling, Event Services and Aquatics.
• Assists in the supervision of 25-30 Event Management student Staff.

B. Guidelines 5%
• Adhere to and maintain divisional performance criteria at a satisfactory level; maintain current certifications.
• Assist with other Campus Recreation programs as needed.
• State and Regional Conference travel opportunities.
• Opportunities to participate in departmental committees.

PERSONAL RELATIONSHIPS:
A. Personal Contacts
• Professional Staff: Daily interaction with professional staff within Campus Recreation, the Division of Student Affairs and various other members of the University of Illinois.
• Student Staff: Supervisory responsibilities for Event Management Staff; interactions with members of the entire Campus Recreation student staff.
• Patrons: Daily interactions with Campus Recreation, University and community members.

KNOWLEDGE REQUIRED:
Must have prior event management experience, and a sincere interest in gaining extensive experience in the area of event planning in a Campus Recreation environment. Must have a Bachelor’s degree, preferably in Recreation, Sports and Tourism, Kinesiology, Community Health, or Education. Applicants must be accepted to the University of Illinois. To receive a tuition and fee waiver, applicants must be enrolled in the College of Applied Health Sciences department of Recreation Sport and Tourism.

MINIMUM WORK REQUIREMENTS:
• Position requires flexible work schedule, including evenings and weekends as necessary.

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<th>Incumbent</th>
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