

## Support Job Position Description

### Section I: Position Information

Effective Date	2020-03-01	<input type="checkbox"/> Update Only	<input checked="" type="checkbox"/> Classification Review
Position Title	Events Assistant (2 – 6 month temporary positions)		
Position Number	ET998815 and ET998816		
Classification Level	Range 4		
Position Affiliation	<input checked="" type="checkbox"/> AUPE <input type="checkbox"/> Excluded		
Department	University Relations		
Reports To	Events Coordinator		

#### Position Summary

Briefly describe the main purpose(s) of the position.

This member of the Events team within Development and Alumni Engagement, University Relations, will be responsible for providing logistical support relating to AU Beyond 50 celebration events and Convocation ceremonies (in Athabasca, AB and Toronto, ON), which includes but is not limited to any and all administrative functions and labor intensive duties that relate to the operation of successful events at Athabasca University.

#### Duties and Responsibilities

Organize by key responsibility area and include % of time spent where possible.

#### **In a team environment, coordinate & manage related tasks as follows:**

- Faculty Meet & Greet Displays
- General Displays (merchandise, Jostens, Athabasca Tourism, AU Press, Flower vendor etc.)
- Onsite Group Photos
- Staff Volunteer Recruitment & Requirements (including on-site coordination)
- Signage – Coordinate inventory, organize and document
- Create special seating labels for VIP guests as per Coordinator's lists
- Nametags registration including photo release forms
- Frame Hon Doc & Order of AU parchments
- Attend all convocation related meetings as required
- Other duties assigned as they arise
- Assist with FAQ responses to event and convocation attendees

### **AU 50th & Convocation Support ·**

Help organize and collect all items needed to be transported to ceremonies

Organize and coordinate all signage to be set up · Décor assistance as required under the direction of the activity lead

Assist with set-up of academic and student gown and regalia

Organize volunteers and coordinate volunteers onsite both days of convocation

On-site attendance & assistance with all duties required to execute ceremonies

Flexibility on work hours during the lead up and on actual ceremony days

Willingness to travel to ceremony locations

### **Post Event Support**

Assist in preparing materials and inventory for transportation for return to AU facilities

Assist events office with return shipping of all gowns

Assist in plans for Volunteer Appreciation Luncheon

Organize convocation hoods & gowns and take stock of inventory

Organization of storage cage and storage rooms

Assist with preparation for a Canada Day parade entry and take part in parade

Provide assistance with post convocation merchandise inventory

Respond to student inquires as required

Administrative tasks as needed

### **Occupational Health and Safety**

Employees:

Responsible to participate in the AU OHS Program as required.

Supervisors:

Responsible for awareness of one's OHS Responsibilities as an AU employee and supervisor, for participating in the AU OHS Program as required, and for ensuring the participation of employees in the AU OHS Program as required.

See: <https://ohs-pubstore.labour.alberta.ca/li008>

### **Classification Factors**

#### **Context and Complexity**

A general knowledge of event planning is required. Attention to detail, thoroughness, timeliness and accuracy are required to ensure events are executed effectively.

An understanding of Athabasca University organizational structure and a familiarity of the community of Athabasca is helpful.

The efficiency and quality of service in handling documents is extremely important to the effectiveness of the Department.

A high degree of accuracy in data entry is required and the mastering of retrieval techniques is essential.

A high tolerance of disruption, the ability to manage time, and the capability to recognize and set priorities is required due to continually changing procedures.

#### Work Problems

Responsible for the organization of a wide variety of work on a daily basis.

Able to deal with a variety of individuals in a composed and professional manner.

Requires the ability to remain calm, cool and composed while under stress. Needs to be able to think on his/her feet and react quickly.

#### Authority

Responsible for the accuracy and integrity of data entered records. Errors are not readily identified and would have a substantial impact on the student and the University.

Generally works independently and performs duties under standard instructions and established work routines.

Responsible for organization of personal workload and completeness and accuracy of work

#### Contracts and Communications

Has daily contact with a variety of individuals within the Office of the Registrar and other University Departments.

Has periodic contact with students and members of the general public which at certain times of the year can be quite extensive and hectic.

Has periodic contact with suppliers and other stakeholders.

### Signatures for Section I

Incumbent Signature		Date Select a date.
Supervisor Signature		Date Select a date.

### Section II: Qualifications

#### Qualifications

Includes education, experience, skills, abilities and any other special qualifications required. The qualifications relate to the position not the incumbent.

Grade XII education supplemented with 1 – 2 years of experience in an office environment.

Event Coordinator certification and bilingualism are assets.

Superior communication and interpersonal skills.

Excellent organizational abilities.

Advanced working knowledge of data entry and retrieval operations in a computerized information system.

Ability to work effectively under pressure and to set priorities.

### Signatures for Sections I and II

Department Head Signature		Date Select a date.
Executive Officer Signature		Date Select a date.
Human Resources Review		Date Select a date.