

The University of Texas at San Antonio

Job Description

Job Title: UC Event Services Supervisor
Code: 13474
Salary Grade: 58
FLSA Status: Exempt
Department/Division: University Center / Student Affairs
Reports To: Associate Director, Events Management and Conference Services

Summary

- Function: To provide operations management and administration for University Center (UC) event set-ups.
- Scope: Responsible for UC event operations and asset security in compliance with UTSA and UC policies and procedures. Responsible for set-ups student staff development and training.

Duties

- Typical:
 1. Provide early morning, evening, and weekend event set-ups management of the UC in association with and under the direction of the Associate Director.
 2. Hire, train, schedule, supervise, and evaluate student staff in association with student supervisors and managers.
 3. Provide supervision for student supervisors and managers through daily meetings and periodic evaluations.
 4. Effectively and consistently meet and enforce Events Management Set-Ups Expectations.
 5. Report any facility maintenance and cleanliness issues to the UC Facility Operations Manager.
 6. Assists Building Manager in maintaining the security of the UC, ensure all policies and procedures are enforced and proper decorum is maintained.
 7. Provide audio-visual and technical advice and assistance to the UC staff and event sponsors on the use of special equipment.
 8. Assist in the coordination and preparation of the facility and the set-up of physical and technical specifications for all reserved spaces.

9. Maintain positive relations with all UC guests, event sponsors, and service providers.
 10. Plan and conduct learning outcomes based assessment of initiatives designed to support student development.
 11. Resourcefulness in meeting a variety of challenges in public relations, employee training, and efficient management of a service institution.
 12. Attend event planning meetings scheduled by Events Managers in support of set up requirements for events.
 13. Manage UC set-up and audio-visual equipment inventory; report damage and malfunctions of equipment and furniture.
 14. Prepare daily, monthly, and other reports.
 15. Provide assistance to the University Center in its support of UTSA's mission through student development initiatives.
 16. Perform other duties as assigned.
- Periodic:
1. Participate in assigned committees, as well as regional and national organizations for student unions.
 2. Assist with special projects.

Education

Required	Preferred
Bachelor's degree from an accredited institution.	Master's degree from an accredited institution in business administration, communication, or a related field.

Other Requirements

Required	Preferred
Demonstrated oral and written communications skills and the ability to work with diverse groups.	Working knowledge of multi-media computer applications and equipment.
Ability to lift up to 40 pounds with or without reasonable accommodation.	
Criminal Background Check (CBC)	

Experience

Required	Preferred
Three years of progressively responsible experience in events planning, event set-up and/or management, including two years of supervisory experience.	Five years of experience in university center/student union or conference center facility management, student affairs and student activities.
	Experience within a metropolitan university setting.

Equipment

Required	Preferred
Personal computer, including the Microsoft Office Suite and standard office equipment.	N/A
Audio-visual equipment to include LCD projectors, slide and film projectors, sound systems, microphones, etc.	
Familiarity with light and sound systems.	

Working Conditions

Usual	Special
Extensive interaction with students, staff, and event sponsors.	May require working as a member of the skeleton crew during University holidays.

Supervision

Received	Given
General instructions and supervision from administrators.	Direct and indirect supervision of staff and student workers.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
