



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: PSA
Date created or revised: 9/8/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Assistant Director of College Events and Engagement
Status: Full-time, 35 hours per week (May involve evening and/or weekend work as required)
Grade: 11
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Director of College Events and Engagement

PRIMARY PURPOSE:

The Assistant Director of College Events and Engagement, under the direction of the director, is responsible for the overall planning with stakeholders and physical operations of all annual campus ceremonial events and conference services (internal and external), as well as academic and presidential ceremonies including convocations, commencement, inaugurations and any other ceremonial events as deemed necessary. Assist the director in supporting, coordinating, planning and executing events in partnership with both academic and non-academic departments.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Assist the director in supporting and coordinating events with both academic and non-academic departments to enhance the mission of the college.
- Assist and sometimes lead the planning, coordination, and implementation of annual scheduled special events, including but not limited to Cap and Gown Convocation, Commencement and all related activities, New Student Convocation, and other special events as deemed by the college administration.
- Assist non-college community organizations and entities in arranging institutes, workshops, and major activities to be held at Rhode Island College while avoiding conflict with college activities and assuring the protection of college properties.
- Assist the director in researching and developing policies and procedures relative to booking and rental of all college owned spaces for events.
- Assist the director in developing new revenue enhancement opportunities through sustained repeat conference business and developing new college partnerships and business opportunities.
- Work closely with the departments of Facilities, Campus Police, Dining Services and IT Services to ensure events are planned, coordinated, and produced in a timely, thorough and professional manner.
- Supervise Events and Conferences staff and student employees as deemed necessary by the director.
- Assist with administrative functions related to coordination of events to include inputting data in the college's info systems, keeping track of contracts and relevant paperwork, receipts and budgetary invoices.
- Chair the Council of Rhode Island College Committee on Convocations.

- Represent the department and the college on other committees as deemed appropriate by the director.
- Represent the college at local and national meetings and conferences.

Occasional Job Functions:

Perform other duties and responsibilities as directed by the Director of College Events and Engagement or PEC designee.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's Degree

Experience:

A minimum of five years of experience in academic ceremonies and/or special events planning at a large scale in a related field.

Skills, Knowledge, and Abilities:

- Demonstrated competencies and experience working with diverse constituent groups.
- Ability to communicate effectively orally and in writing.
- Strong interpersonal and relationship building skills.
- Strong ability to facilitate meetings, groups and committees.
- Ability to organize, coordinate, and supervise staff and students.
- Strong understanding of academic ceremonies, conference planning and event planning.
- Computer skills including data base management and Microsoft Office software.
- Ability to work non-standard hours.
- Ability to work under with large committees.
- Knowledge of budget, purchasing, contracts and business practices.

PREFERRED:

- Master's Degree.
- Possess working knowledge of Event Management System.
- Experience in convocations and special events planning in higher education or at a large scale.
- Bilingual in English / Spanish (fluent in speaking and writing).

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.