Director, Special Projects

Job Code 00001341

General Description
Responsible for planning, directing and executing catering events and other special events for the University President and the Vice President of University Advancement.

Examples of Duties
Plan events for President and VPUA.
Schedule events by reserving accommodations and catering and communicating the event.
Generate a guest list.
Design, produce and mail invitations.
Arrange entertainment.
Arrange for parking and security needs.
Oversee equipment set-up and food and decor preparations.
Host special events for the University and San Marcos.
Maintain official master mailing list for the Presidents’ Office.
Develop and administer budgets for Presidential and University functions, special projects and income account.
Serve as liaison for the President and VPUA to other University and non-University agencies and organizations.
Interview, hire, train, supervise, evaluate, and terminate office staff.
Serve as Texas State representative to San Marcos Chamber of Commerce.
Administer Retired Friends Program and Service Awards Program.
Compile and distribute yearly Presidential entertainment expense report.
Plan presidential calendar for recurring events.
Provide assistance to President and VPUA on other projects as needed.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: etiquette and protocol.

Skill in: working as a team member; in directing the work of others; in interacting with members of the public; in working with Texas State personnel.

Ability to: plan menus for catering events; to operate computer equipment; to plan events; to complete paperwork; to perform basic math.
**Experience and Education**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**