Coordinator, Advancement Services

Job Code 50021089

General Description
Manage event preparation for the Office of the Vice President of University Advancement (VPUA), including scheduling and vendor management, coordinating the development of mailing list, handling event logistics, and serving as the primary liaison for VPUA to the Office of the President for presidential events.

Examples of Duties
Provide editorial review for VPUA website, documents and publications.
Manage event scheduling and preparation, including coordination of mailing lists and event logistics.
Editorial review of websites, documents and publications.
Coordinate website revisions from VPUA departments.
Prepare correspondence, maintain files, prepare reports, coordinate meetings and travel.
Evaluate processes for improving the effective and efficient coordination with the VPUA and the Office of Special Programs on the event invitations and mailing lists.

Knowledge, Skills, and Abilities
Knowledge of: University policies and procedures; timekeeping principles; computer systems; scheduling; creating mailing lists.

Skill in: working with coworkers, employees, clients, students, parents, and the general public in an effective, courteous, motivating, and professional manner; phone and in-person customer service.

Ability to: prepare grammatically correct documentation; proofread and number check; read and interpret manuals and materials; 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
Must have and American Speech-Language-Hearing Association Certificate of Clinical Competence (ASHACC-SLP) and Texas Department of Licensing and Regulation (TDLR) practitioner license.