Coordinator, Commencement

Job Code 50021088

General Description
Provide coordination of commencement planning activities including correspondence, commencement program publishing, commencement budget monitoring, website administration, and reporting.

Examples of Duties
Manage reservations and assignments for faculty, staff, facilities, vendors, and local agencies. Prepare general planning documents such as staff duties, scripts timelines, Provost speeches, and other planning documents. Produce commencement reports, candidate and attendance counts, maps, diagrams, and other commencement related data as requested. Chair and organize meetings for the Commencement Team and related subgroups. Manage special presentations such as honorary degree presentations, keynote speakers, award winners, and other distinguished guests. Prepare itineraries, maps and diagrams. Coordinate travel arrangements. Purchase custom gifts and other supplies as needed. Monitor commencement budget and coordinate discretionary purchases. Coordinate and design publication of the commencement program with staff and vendors. Recruit and direct team of student employees to assist with necessary tasks.

Knowledge, Skills, and Abilities
Knowledge of: University policies and procedures; budget keeping and generating reports; professional personal representation and demeanor.

Skill in: working courteously with others as part of team while maintaining a professional demeanor; communicate information clearly and understand verbal instructions; prioritizing multiple projects and meeting deadlines.

Ability to: produce complex written job instructions; prepare clear and grammatically correct documentation; prepare executive correspondence and reports; perform basic math; provide budget reports and perform budget analysis.

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 an American Speech-Language-Hearing Association Certificate of Clinical Competence (ASHACC-SLP) and Texas Department of Licensing and Regulation (TDLR) practitioner license.