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**