

USW Position Description

Position Number: 41560
Position Title: UTM 50th Anniversary Operations and Events Coordinator
Classification: Events Coordinator U11-493
Pay Band: 11
Division: University of Toronto Mississauga
Department: Advancement
Immediate Supervisors: Director, Marketing and Communications

Purpose

Reporting to the Director, Marketing and Communications, and operating under the general direction of the 50th Anniversary steering committee co-chairs, Director, Marketing and Communications and Director, Alumni Relations, the incumbent coordinates the University of Toronto Mississauga's high profile, campus-wide 50th anniversary initiatives by facilitating the successful realization of the objectives outlined by the Directors. The incumbent provides operational and administrative support to the planning committees, and serves as a resource to committee members, and others, regarding anniversary related issues.

The incumbent provides overall coordination for the 50th anniversary initiatives, specifically in regards to programmatic, administrative, financial and logistical requirements. The incumbent oversees the implementation of the centrally-hosted 50th anniversary initiatives and activities and provides support to, and oversight of, departments' anniversary activities. The incumbent works with the Director, Marketing and Communications, to implement marketing and communications plans related to the 50th anniversary, and creates and maintains various data and reports to track and monitor the effectiveness of initiatives and events.

Qualifications Required

Education:

University degree or an equivalent combination of education and experience.

Experience:

Three years' experience in a university or comparable academic setting. Demonstrated expertise in implementing large scale, multi-faceted and multi-stakeholder projects and initiatives. Experience in areas of program development, stakeholder relations, and budgetary responsibilities.

Skills:

Excellent computer skills with working knowledge of MS Word, Excel, and PowerPoint. Strong relationship skills with an emphasis on building a culture that inspires engagement with internal and external stakeholders. Excellent verbal and written communications skills. Administrative, organizational and coordination skills, including directing concurrent activities. Must possess outstanding public relations skills and excellent interpersonal and presentation skills.

Other:

Proven analytical, decision making and planning ability. Must be highly motivated and energetic. Must possess tact, diplomacy and reliability. Flexibility required for coordinating weekend and evening events.

Duties

Operations and Event Coordination (65%)

- Oversees day-to-day operations of 50th anniversary initiatives including finances, administration, program and services, ensuring that all operations are optimally efficient and comply with UTM-accepted appropriate procedures
- Implements plans, procedures and guidelines for the anniversary ensuring that UTM priorities are being represented
- Interprets and explains anniversary procedures and guidelines to the committee members, and others, as required
- Develops and maintains databases and web-page content to achieve maximum productivity and efficiency in operations
- Assembles 50th anniversary committee and subcommittee members, mobilizes resources for implementation of events, activities and initiatives
- Provides operational and administrative support to the planning committees
- Plans workflow of sub-committee members for anniversary initiatives
- Serves as the procedural interface between the 50th anniversary steering committee co-chairs and UTM administrative and academic departments
- Collaborates on the development of service standards in all areas of anniversary events and initiatives operations, implements and ensures standards are maintained
- Consults with Director of Marketing and Communications, and Director of Alumni Relations to ensure that a broad range of interests and needs are acknowledged and accommodated
- Prepares, and analyses, final 50th anniversary report outlining the numerous events, successes and challenges
- Provides expertise, advice, support to and oversight of event production related to anniversary events, with emphasis on high standards for customer service, attention to detail and quality
- Establishes an overall events and initiatives schedule which recognizes the University of Toronto Mississauga's academic and research priorities
- Ensures high quality and successful events with a thorough understanding of the event requirements and the facilities present within the University of Toronto Mississauga to deliver and support them
- Provides advice to department coordinators as they plan and implement their 50th anniversary approved initiatives, activities and/or projects. Advice will include information on relevant campus protocols and procedures, standards and procedures related to their particular initiative, as well as oversight to ensure the requisite 50th anniversary timelines and reporting are met
- Resolves problems and conflicts that arise to ensure events run safely and smoothly. Informs Director of Marketing and Communications or Director of Alumni Relations when issues need to be addressed

- Develops productive working relationships with campus and community resources for event implementation, e.g. Hospitality and Retail Services (Conference Services)
- Attends and/or participates in events.

Marketing and Communications (20%)

- Working in consultation with the Director, Marketing and Communications and assists in the execution the established communications strategy and marketing plan to promote broad community awareness of 50th anniversary activities. The plan will include developing a consolidated web presence, producing specific marketing materials (both print and electronic) and ensuring compliance with UTM/U of T graphic standards and visual identify guidelines.
- Takes steering committee minutes, coordinates meetings and prepares requisite anniversary reports.
- Acts as a representative for the University of Toronto Mississauga community providing advice and information with respect to 50th Anniversary activities and initiatives and their impact on the community
- Fosters positive relationships with faculty, staff, students, external community members, individually as well as in a team environment, to build a cultural change that will inspire engagement and celebration of UTM and its community.

Finance (10%)

- Ensures that key planning targets and deliverables are achieved on-time and on-budget
- Provides comprehensive and detailed analyses and recommendations for submission to the Director for budget adjustments
- Reviews budget on a regular basis and proposes adjustments as required. Monitors the financial status of the account on a regular basis, including verifying the accuracy of actuals and commitments proposed
- Authorizes the work associated with supplier invoices received and obtains authorization for payment. Recommends journal entries to correct mispostings as required.

Other (5%)

- Other duties related to University business as assigned.

Materials, Equipment, Outcomes/Consequences of Error

Materials & Equipment Used:

Normal office equipment, computer, telephone, photocopier, and fax.

Outcomes/Consequences of Error:

- Significant responsibility. Responsible for the use of resources as it affects the activities and work flow of the 50th anniversary initiatives
- Cost of errors is significant to the 50th anniversary program. e.g. bad judgment and mismanagement could lead to poor public relations
- Ineffective communications with internal and external clients can result in customer dissatisfaction.

Challenges & Difficulties

Choice of Action:

- Routine decisions and occasional decisions in response to unusual and unexpected events
- Requires application and interpretation of rules, guidelines and/or procedures using some independent judgement and requiring analytical skill, e.g. conceptualizing and implementing events
- Goals and objectives are discussed and set with the steering committee co-chairs, and must proceed to achieve results
- Plans workflow of sub-committee members for anniversary initiatives
- Expected to show initiative and good judgment in planning and implementing the 50th Anniversary program.

Challenges and Difficulties:

- Developing creative solutions in order to meet University of Toronto Mississauga's plans for the 50th Anniversary program
- Working with departmental staff and faculty to ensure their 50th Anniversary events meet the requisite 50th anniversary timelines and reporting.

Contacts:

Regular contact with staff and faculty in Academic units, UTM Advancement and the 50th anniversary steering committee. Contact with external stakeholders, alumni, students, external community members, and government agencies.

ADDITIONAL INFORMATION

Financial Responsibilities

The financial responsibilities for this position include:

- A. ___ Little or no financial responsibilities
 - B. ___ Handles petty cash, fees or fines, records transactions
 - C. ___ Makes minor purchases, collaborates on costing
 - D. x Responsibility for monitoring accounts, financial reporting, costs shop level projects
 - E. x Responsibility for budgets:
 - i) Project/Program budget x ii) Departmental budget ___ iii) Divisional budget ___
- Oversees 50th Anniversary budget (area of \$500,000)
 - Provides comprehensive and detailed analyses and recommendations for submission to the steering committee co-chairs for base budget adjustments.
 - Reviews budget and monitors accuracy of accounts.
 - Oversees payment of invoices and debit memos.

- Authorizes and approves payments of suppliers and invoices.

Supervision of Staff

Type/Number of Staff Supervised:

Casuals 0 Work Study Students 0 USW Staff Appointed 0
 Other Bargaining Unit Staff 0 Name of other Bargaining unit _____
 Coordinates work of external contractors/vendors: Y x N
 Project Management: Y N

Serves as a resource on specific anniversary related issues to committee members, event attendees etc. Oversees and checks the work (staying on schedule, completing tasks) of sub-committee members.

Working Conditions

Stress:

Regular exposure to competing and simultaneous deadlines. Regular exposure to unpredictable or urgent assignments. Regular exposure to ongoing high pace of work requiring accelerated work pace (e.g. peak periods)

Interruptions and Distractions:

No Interruptions/Distractions _____

Frequency (select 1)		Type (select 1)		Work Space (select 1)	
Occasional		Predictable (co-workers, students, clients)		Private workspace	x
Regular	x	Unpredictable	x	Shared Workspace	
Frequent				Cubicle	
Many				Reception Desk	
Constant				Busy/Open/Public Area	
				Lab	

Physical Efforts:

Required to work in a seated position for a daily total of more than 2 hours and up to 4 hours.

Required to walk 2-3 times a week, most weeks, for a daily total of more than 1 hour and up to 2 hours

Performing repetitive movements for a daily total of more than 2 hour and up to 4 hours.

Scrutinizing, distinguishing, or isolating by eye or ear for a daily total of more than 1 hour and up to 2 hours.

Lifting, carrying, pushing, pulling, or holding weights 3-10 kg or expending equivalent effort 2-3 times a week, most weeks for a daily total of more than 1 hour and up to 2 hours.

Working Environment/Work Hazards:



Normal office environment . Work hazard associated with overuse injury, e.g. keyboarding for 2-4 hours.

Hours of Work:

Monday to Friday, 8:45 am to 5:00 pm.

Overtime may be required during weekdays and weekends.

Health & Safety of Others

Some care required to prevent physical or emotional injury or harm to others.