



**Savannah State University**  
**Position Description – Project Coordinator**  
(Events, Catering and Non-Course Space Assignments)

***POSITION DESCRIPTION***

Position Title: Project Coordinator FLSA Status: Exempt  
(Events, Catering and Non-Course Space Assignments)  
Reports to: Vice President for Business and Financial Affairs  
Department: Business and Financial Affairs  
Date Prepared: July 2010

***BASIC FUNCTION***

Schedules and coordinates public events, seminars, conferences and services for campus and/or community organizations. Arranges various aspects of events such as security, space reservations, technical requirements, parking, staffing or various other services. Required to maintain a flexible work schedule in order to coordinate and attend evening and weekend events. Maintain on-call status.

***NATURE & SCOPE***

Reporting to the Vice President for Business and Financial Affairs, this position provides the primary support to create the appropriate environment for effective meetings and events. Serves as the manager of the customer service process, receiving customer input and responding with a plan of action.

***PRINCIPAL ACCOUNTABILITIES***

- Effectively plans and communicates with all areas of expressed needs of the customer.
- Works closely with Campus Police, Food Services, Physical Plant, Audio Visual and Computer Services to ensure all events requiring special setup, catering, security, audio visual and computer technology are presented to the customer accurately and effectively.
- Coordinates with the Comptroller and Bursar on billing and collection of contracted fees.
- Coordinates the allocation of revenue and payment for services related to all events.
- Ensures that all appropriate communication for upcoming events are complete and distributed in a timely manner to the appropriate area.
- Works with Residential Services and Programs to ensure that living accommodations are made for conferences and other overnight events.
- Schedules facilities and services for the University and outside organizations' events. Maintains and updates weekly and monthly facility activities calendar.
- Supervises and ensures adequate staffing for events and schedules setup, technical, stage and crews.
- Recommends to supervisor approval or denial of facility rental for specific events by reviewing rental applications.
- Provides assistance and information to faculty, staff and outside organizations regarding facility use and capabilities. Maintains contact with patrons of clients via telephone or written correspondence.
- Attends events to facilitate operations and responds to emergencies, problems, etc.
- Ensures all aspects of events are implemented and controlled according to plans.
- Maintains direct contact with personnel from the various outside organizations and university departments associated with scheduled events.

***SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED***

Post secondary education or equivalent, college degree preferred. Minimum of two years hotel or conference center experience; excellent quantitative, oral and written communications and problem-solving/strategizing skills. Excellent overall computer skills with advanced knowledge of Excel and Powerpoint. Exceptional customer services skills are essential. Valid State of Georgia driver's license is required.