



**University of Texas at El Paso
Job Description**

Job Code: 9039
Job Title: Events Assistant
Department: Advancement Services
Reports To: In accordance with specific departmental policies
FLSA: Non-Exempt
Prepared by: Human Resource Services
Creation/Revision: December 14, 2010

Summary: Provides personal clerical and administrative services and assistance, of moderate complexity, requiring the use of judgment and discretion on a periodic basis. Keeps official records and executes administrative policies determined by or in conjunction with other officials.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Manages supervisor's calendar and independently schedules appointments.

Screens incoming calls and correspondence and responds independently when possible.

May perform reception activities, which include meeting and greeting visitors or customers, answering telephones, giving general information, or routing incoming calls to the appropriate personnel.

Maintains event budget databases, logs expenditures, and monitors budget; prepares the posting of documents to appropriate journals and ledgers, maintaining a variety of reports from event accounting records ;prepares vouchers, cash receipt vouchers, and other documents affecting payment of funds.

Audits invoices against purchase orders, researches discrepancies, and approves for payment; investigates problems that vendors have with obtaining payment for bills.

Monitors accounts payable and receivable to ensure payments are accurate and timely; researches, processes, or audits charge backs, returns, refunds, freight charges, cost of lost or damaged goods, bad checks, and similar items.

Answers accounts payable and receivable inquiries and follows up.

Prepares analysis and summaries of accounts; reconciles events budgets.

Assists with executing university events in relation to the recognition, stewardship, and future creation of donor gifts.

Serves as liaison during pre-, during, and post events.

Sends informational and/or benefits packages to donors.

Maintains a high degree of confidentiality on all sensitive information this position is privy to; manages calendars as directed.

Arranges complex and detailed travel plans and itineraries, compiles documents for travel-related meetings, and accompanies supervisor when requested.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities: No supervisory responsibilities.



Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: Associate's degree or equivalent from two-year college or technical school within area of assigned responsibility.

Minimum Experience required: Three years related experience to the statement of duties and responsibilities; or equivalent combination of education and experience.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.