CLASSIFICATION SUMMARY
THE GEORGE WASHINGTON UNIVERSITY

Title: Senior Events Planner, SASS

FLSA: Exempt
Code: 42RA
Grade: 15

BASIC FUNCTION AND RESPONSIBILITY
To coordinate all administrative activities required to schedule and conduct events that are presented through Student and Academic Support Services (SASS); to assist the Associate Director, Event and Conference Services, SASS to ensure that departmental initiative for events are achieved; and to serve as the lead-level Planner regarding major events. These events range from activities that support student organizations, academic and administrative staff and external organizations.

ENTRY-LEVEL QUALIFICATIONS
A Bachelor's degree, or an equivalent combination of training, education and experience, is necessary.
A minimum of three years of professional experience planning and coordinating the administrative activities for events, conferences and related functions, to include some supervisory experience is necessary.
Proficiency with a personal computer to access and present information is necessary.
Excellent communication skills are necessary.

The George Washington University is an Equal Opportunity/Affirmative Action Employer.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.