Coord, Housing Camps & Conferences

Job Code 50023422

General Description
Responsible for the recruitment and facilitation of summer conference programs at the university and is the point of contact for all internal and external groups wishing to hold meetings and/or in need of on-campus housing.

Examples of Duties
Schedule all summer conference programs.
Coordinate meals, parking, meeting space, audiovisual support and housing accommodations for events.
Develop and process contracts and invoices related to event coordination.
Coordinate the staffing of residence halls for on-campus events including the recruitment, selection and training of employees.
Responsible for managing campus break housing processes.
Supervise Administrative Assistant II and student workers.
Assist in the development and maintenance of the conference budget.

Knowledge, Skills, and Abilities
Knowledge of: university policies and procedures; event coordination and management.

Skill in: communicating effectively in formal meetings and in conversation; leadership of staff and student workers; workings as a team member and contributing to the group’s productivity.

Ability to: read and interpret business documents; understand complex charts, graphs and other office documents; develop client letters and general correspondence for the department; perform basic math; develop invoices and reports; maintain budget records.

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