

HIGHER EDUCATION PERSONNEL

Specification for Class

Class Code: 2019

CONFERENCE COORDINATOR I

Abolished Effective June 1, 2005

CLASS SERIES CONCEPT

Plan, arrange, and coordinate facility and logistical support for on- and off-campus conferences, seminars, and workshops. Provide operational detail support services and have financial responsibility throughout the event including establishing budget, selecting speakers, lodging, catering, security, publicity, materials, and equipment; negotiating with vendors; determining fees to charge participants; preparing and changing contracts; and collecting and refunding conference fees. Coordination duties are usually complex in nature such as making arrangements for large-scale, multi-state regional conferences and simultaneous unrelated conferences.

Make comprehensive arrangements for conferences and resolve all logistical problems that arise during events. Work with the latitude to make decisions independent of requesters regarding details such as budgets, charges, lodging, type of facility(ies), equipment, materials, speakers, food service, and additional event support services in on- and off-campus facilities.

Establish conference and event budgets and negotiate rental fees and associated costs for on- and off-campus events. Establish competitive rates with the goal of recouping all costs, including overhead. Negotiate revisions to contracts and make determinations regarding refunds.

BASIC FUNCTION

Provide detail support services for conferences, seminars, and workshops. Review events and services to be provided for compliance with applicable laws, regulations, and institutional policies. Have financial responsibility for contracts negotiated and fees charged. Represent the institution and conference services to outside organizations and the community. Events and services are assessed for consistency with applicable laws, regulations, and institution policies.

DISTINGUISHING CHARACTERISTICS

Under general supervision, arrange physical details of shorter, less involved conferences, seminars, and workshops than Conference Coordinators II. Coordinate logistical arrangements such as registration, room reservations, catering, lodging, signs, media equipment, conference materials, and transportation. Assist Conference Coordinators II with longer and more detailed events.

TYPICAL WORK

Review events and services to be provided for compliance with applicable laws, regulations, and institutional policies;

Provide information regarding details of current or scheduled conferences such as location, registration process, dates, times, and deadlines;

Prepare, compile, and assemble printed conference materials, such as brochures, publicity releases, and course materials; arrange for reproduction and mailing of materials;

Participate in planning sessions by answering questions regarding arrangements, taking notes of sessions, and reminding participants of deadlines ;

Maintain contact with conference sponsors;

Monitor established conference timeline;

Provide on-site coordination of registration such as nametags, packet materials, rosters, program evaluation forms; assure that physical details such as furniture arrangements are completed and that supplies and media equipment are ready;

Receive calls after hours to resolve problems that arise with events;

Arrange for tours and special events connected with conferences;

Compose and type memoranda and correspondence to speakers, conference participants, campus personnel and others involved with conferences;

Prepare purchase requisitions, travel vouchers, and Conference Agreements; arrange for payment of speakers; order supplies;

Monitor conference expenses against established budget;

Collect and tabulate conference evaluations; participate in conference evaluation meeting;

Direct the work of others;

Perform related duties as required.

MINIMUM QUALIFICATIONS

High school graduation and two years' work experience involving public contact such as secretarial, sales promotion, public information, or in the hospitality industry

OR

equivalent education/experience.

New Class: 9-14-73

Revise Class & MQ: 7-1-96