

HIGHER EDUCATION PERSONNEL

Specification for Class Class Code: 2020

CONFERENCE COORDINATOR II

Abolished Effective June 1, 2006

BASIC FUNCTION

Plan, arrange, and coordinate a wide variety of support services for conferences, seminars, and workshops. Typically make arrangements for multi-day events requiring complicated planning and coordination of details. Represent the institution and conference services to outside organizations and the community.

DISTINGUISHING CHARACTERISTICS

Under general direction, plan and coordinate all support services for conferences and conference-related functions, seminars, and workshops. Contact speakers, compile conference materials, coordinate registration, make facility arrangements, negotiate services and costs, develop conference budgets, and process billing. Independently coordinate repeat programs. Participate with leader in program development.

TYPICAL WORK

Independently plan and coordinate arrangements for repeat conferences, seminars, meetings, and short courses;

According to program plan, schedule meeting rooms, facilities, meals, lodging, and media equipment;

Negotiate services and costs, develop contract; plan and develop conference operations budget; prepare and process billing, speaker fees, and other fiscal transactions; approve expenditures within program plan;

Facilitate conference planning and evaluation meetings; plan and monitor conference deadlines;

In conjunction with program sponsor, develop publicity material; contact news media; issue news releases; compile mailing lists;

Assist program leader with the development of new programs;

Perform the duties of Conference Coordinator I;

Direct the work of others;

Perform related duties as required.

MINIMUM QUALIFICATIONS

High School graduation and four years' of progressively responsible work experience involving public contact such as sales promotion, public information, or in the hospitality industry

OR

equivalent education/experience.

New Class: 1-03-73

Revise Title & Class: 9-14-73

Revise MQ: 7-2-90

Revise Class & MQ: 7-1-96