



**DATE ISSUED:** 05/06

**FLSA:** Exempt

**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Assistant Director, Operations for Conference Services

### **JOB SUMMARY**

Administers the scheduling of space for Hubbard Hall and other campus facilities. Responsibilities include general building supervision and office support. This position works closely with the Food Service Contractor and Catering Manager, Facilities Management, ITS, University Scheduling, Student Union, and other University components in event management and maintaining clean, safe, and efficient facilities. Work is performed under minimal supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Director, Conference Services

*Supervises:* Conference Assistants, Building Attendants, Student Assistants for Conference Services; custodial staff within Hubbard Hall

### **PRIMARY DUTIES - May include, but not limited to the following:**

Acts as director in the absence of the Director of Conference Services.

Assists director in scheduling of conferences, camps, and special events.

Assists in reviewing, revising and designing policies and procedures, departmental forms, and rate information on University facilities and services.

Assists in budget management.

Maintains departmental website.

Receives and processes requests from on- and off-campus clients for reservations for Hubbard Hall, Hubbard Oval, and in academic facilities for non-academic events; assigns space as appropriate; distributes schedule of events; and monitors and facilitates events as needed.

Ensures proper observation of University policies, including the Large Events and Alcoholic Beverage Use policies.

Conducts site visits of facilities with prospective clients.

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Initiates work orders and reports of maintenance problems in Hubbard Hall and academic facilities.

Coordinates catering commissions.

Prepares and initiates invoices, IDT's, and billing for services rendered in scheduled venues.

Prepares monthly usage reports.

Performs daily building assessment.

Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ADDITIONAL DUTIES**

Serves on at least one university committee annually.

Performs other duties as requested.

### **EDUCATION**

Bachelor's degree preferred. Additional related education may substitute for some of the required experience on a year-for-year basis.

### **EXPERIENCE**

Four years of progressively responsible and related experience including experience in reservations, scheduling, event management and supervision.

### **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

Ability to plan, direct, and evaluate a complex operation, using manpower, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.

Ability to apply budgetary and fiscal planning techniques within financial constraints.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.

Ability to communicate effectively orally, by phone, in person, and in writing.

Ability to use a personal computer and other office equipment.

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**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 finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

**WORK ENVIRONMENT**

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors in an office setting. The noise level is usually low to moderate. While performing the duties of this position, the employee may be required to travel.

**SAFETY**

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the**

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***differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***