



DATE ISSUED: 09/05
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Coordinator, Conference Services

JOB SUMMARY

Performs administrative work in the support of Conference Services including workshops, camps, and special events. Flexible scheduling required. Work is performed under general 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, and Student Assistants

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

Coordinates scheduling and facility usage of Little Chapel, Greenhouse, Gardens, and Gertrude Gibson House.

Answers initial inquiries for general information regarding above venues by creating and sending brochures and proposal packets to clients.

Conducts site visits of facilities with prospective clients.

Assists director in the coordination of conferences, facility management and special programs.

Monitors conference functions and events to ensure proper service.

Responds to requests for assistance from meeting planners and student organizations by providing prompt, efficient, and courteous service and assistance.

Coordinates and serves with other University departments as needed during special events.

Coordinates and participates in all aspects of conference services and events management including facilities arrangements, physical setups, work orders, and scheduling.

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

Prepares and distributes monthly schedules for reserved venues.

ADDITIONAL DUTIES

Assists in reviewing rate information on University facilities and services.
Maintains and revises departmental forms.
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

Two years in an administrative position, preferably in conference services and emphasis in event management and scheduling.

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

Working knowledge of office practices and methods.

Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.

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

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

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

Ability to represent the department and University in a friendly, courteous, and professional manner.

Ability to use a personal computer and other office equipment.

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.

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WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. The employee may be required to travel.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

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 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.