



VERMONT STATE COLLEGES

Job Classification Description

ASSISTANT DIRECTOR OF CONFERENCES & EVENTS/CSC

GRADE 10

VSCSF BARGAINING UNIT

Non-Exempt

BASIC FUNCTION

To assist the Director of Conference and Events with the direction, management and administering of the college conferences, special events and camp programs.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Serve as College Ambassador working directly with internal college system clients and external community clients to help plan and coordinate their activity or function, to facilitate function while on campus and to provide client administrative and customer service follow up after the event.
- Organize and coordinate details of events and conferences.
- Create, organize, coordinate and maintain College campus daily calendar.
- Assist Director with administering department budget including balancing and processing incoming invoices for services.
- Provide function and event set-ups and takedowns including garbage, assembling linens, transferring and setting up refreshments.
- Create and place out signage throughout the campus for events.
- Oversee/perform a wide variety of tasks related to making necessary physical arrangements for conferences and programs (food service, housekeeping, facility set-ups, and so forth), including handling special requests and problems. Greet groups upon arrival and monitor programs while in progress.
- Assist clients with their immediate needs during the event. Problem solve and coordinate arrangements on the spot as needed.
- Purchase, organize and maintain office and hospitality supplies.
- Maintain, organize, distribute and college campus wide keys for function.
- Confer regularly with supervisor and other College departments/personnel to plan, coordinate and evaluate programs/services/activities, exchange information, resolve problems and the like.
- Supervision of student staff.
- Perform other related duties as assigned.

SUPERVISION RECEIVED

General supervision is received from the Director of Conference & Events.

SUPERVISION EXERCISED

Functional and partial administrative supervision of several student workers.

MINIMUM QUALIFICATIONS

Associates degree, plus two to three years of relevant experience or a combination of education and experience from which comparable knowledge and skills are acquired.

- Previous experience in conference and/or hospitality work desirable.
- Excellent customer/client relation skills. Ability to effectively represent the College to a broad range of internal and external clients.
- Ability to effectively coordinate detailed arrangements of events.
- Ability to work cooperatively with a variety of College departments and personnel.
- Basic computer skills.
- Strong written and verbal communication skills.
- Excellent customer service experience.