



## Job Classification Description

### **COORDINATOR, CAMPS, CONFERENCES & EVENTS/VTC**

**GRADE 11**

**VSC UP – PAT BARGAINING UNIT**

**Exempt**

#### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Perform a full range of program planning and administrative functions for VTC summer and non-academic year-round programs. Develop and modify operating policies and procedures for special programs in accordance with institutional objectives and participants/client needs.
- Coordinate and oversee summer programs, including: perform research and planning tasks, develop pricing structures, design core programs, prepare and send out proposals and contracts. Develop market goals and strategies and carry out related duties including: identify and solicit summer conference center clients, maintain on-going contact with and offer continuing services to repeat clients.
- Schedule and coordinate summer facility use, including: confer with conference group leaders to plan and coordinate all aspects of conferences; 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; act as site coordinator, overseeing all necessary physical arrangements.
- Plan and oversee conference and workshop budgets; prepare final account statements for conference groups; review and approve budgets for all programs in order to keep costs at a profitable rate; serve as liaison with accounting personnel regarding unusual account problems.
- Assist with planning and preparation for a variety of college functions to include planning and development of non-credit courses, workshops and programs and support promotional efforts for events; assist with preparation and dissemination of promotional materials for events.
- Assist with maintaining the college-wide calendar of events.
- Coordinate year-round facility scheduling, including: negotiate and coordinate year-round scheduling of campus facilities with on-campus groups and outside community and professional organizations; meet with group leaders to plan details for meetings/programs and coordinate all necessary physical arrangements for programs, including facilities set-up, food service, custodial service, technical support (AV and other

equipment); coordinate follow-up billing and accounting tasks related to facilities use.

- Supervise student workers assigned to provide support services for all assigned functions with the Business Office.
- Confer regularly with supervisor and other college departments and personnel to plan, coordinate and evaluate programs, services, and activities, exchange information, resolve problems.
- Plan and administer records systems related to assigned functions.
- Chair Campus Conference Committee.
- Prepare various administrative reports.
- Perform other related duties as assigned.

### **SUPERVISION RECEIVED**

Direction is received from the Dean of the College.

### **SUPERVISION EXERCISED**

Functional and partial administrative supervision of several student staff.

### **MINIMUM QUALIFICATIONS**

Bachelors degree, plus three to four years of relevant administrative and organizational experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Strong planning, administrative and organizational skills, good budget management and basic supervisory skills. Good writing and analytical skills.
- Previous experience in conference planning/marketing/coordination and/or hotel management desirable.
- Excellent customer/client relations skills. Ability to effectively represent the college to and negotiate with representatives of client and potential client organizations in marketing efforts, and ability to effectively coordinate the detailed arrangements of conferences.
- Ability to work cooperatively with a variety of college departments and personnel.
- Must be able to work flexible work hours, particularly in the summer.

**This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**

