



## Job Classification Description

### **DIRECTOR OF CONFERENCE AND EVENTS PLANNING/JSC**

**VSC – UP PAT Bargaining Unit**

**Grade 11**

**Exempt**

### **BASIC FUNCTION**

To direct and manage the college conferences and camp programs and to coordinate the planning of campus special events and activities and to serve as facilitator for the use of campus sites and services for events.

### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Perform a full range of program planning and coordinating functions for JSC summer and academic year conferences and programs, based on and off-campus. Develop and modify programs and related operating policies and procedures in accordance with institutional objectives and participant/client needs.
- Oversee a number of key research and planning tasks, such as pricing structure design, core program design, development of marketing goals and strategies, and the like.
- Market and publicize the use of college facilities; identify and solicit clients; maintain ongoing contact with and offer continuing service to repeat clients.
- Oversee scheduling and coordination of facility use for all non-academic events
- consistent with the college policies and objectives; maintain the college master calendar and schedule for facilities.
- Confer with event leaders to plan and coordinate all aspects of events; conduct on-site tours of facilities by prospective clients; prepare and send out proposals and contracts; serve as liaison and host for clients.
- Review and approve budgets of all programs in order to keep costs at a profitable rate.
- 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.

- Develop and maintain a wide variety of operating budgets related to college conferences and events planning. Coordinate/carry out the preparation of final account statements for conference groups. Serve as liaison with accounting personnel regarding unusual account problems.
- Supervise, recruit, hire and train the department secretary and several student staff assigned to provide support services for events.
- Confer regularly with supervisor and other College departments/ personnel to plan, coordinate and evaluate programs/services/activities, exchange information, resolve problems, and the like.
- Plan and administer record systems related to assigned functions.
- Prepare various administrative reports.
- Perform other related duties as assigned.

### **SUPERVISION RECEIVED**

General supervision is received from the Dean of Administration

### **SUPERVISION EXERCISED**

Functional and partial administrative supervision of department secretary and several student workers.

### **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 hospitality management desirable.
- Excellent customer/client relation 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/ personnel.

**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.**

