Saint Michael's College
Job Description

Job Title: Conferences and Special Events Coordinator

Department: Auxiliary Services

Supervisor or Manager: Assistant Director for Conferences and Special Events

Date Created: 12/14/05  Last Revised: 12/14/05  FLSA Status: E

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
- Special events are scheduled and implemented
- Strong relationships are established and maintained by communicating clearly with Physical Plant, Security, Food Services and Media Services
- Planning for conferences and special events is coordinated, including consulting with Assistant Director for Conferences and Special Events to establish goals, services required, and fee schedules
- Space, exhibits, guest accommodations, tours, banquets, receptions, and other applicable conference activities are arranged

Essential Duties and Responsibilities:
- Schedules and implements special events on Saint Michael’s campus
- Answers inquiries to on/off campus clients quickly, courteously and correctly via phone, e-mail, mail, and in person
- Compiles a detailed plan that directs departments to collaborate, ensuring a successful function
- Reviews insurance certificates and contract details
- Responds with awareness to budget parameters when making event arrangements
- Monitors and prepares expenditures to ensure cost effective programs
- Generates revenue from proper and timely billing
- Orders and maintains inventory of supplies and consumables
- Performs miscellaneous job-related duties as assigned
- Works collaboratively with Assistant Director for Conferences and Special Events and Special Events Assistant
- Supervises and evaluates Special Events Assistant
- Maintains clear communication and collaborative relationship with support staff
- Knows and provides detailed plans including Physical Plant resources and equipment
- Responds quickly and efficiently to unforeseen conflicts and details to be sure all needs are met
- Demonstrates scheduling software proficiency
- Ensures safety of participants by implementing knowledge of safety codes and regulations
- Monitors and prepares expenditures to ensure cost effective programs
- Provides on-site problem-solving, decision-making, and interaction with local vendors

Secondary Responsibilities:
- Supervises student workers
- Participates in campus committees
- Assists in training student workers during school year

Positions Supervised:
- Special Events Assistant (1)
- Work-study students (9)

Major Contacts:
- Director of Community Relations

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Demonstrates Excellence:
- Displays a high level of attention to detail, ability to multi-task and exceptional organizational skills under pressure to keep the many pieces of job all moving forward
- Possesses a sharp skill set in the use of personal computers and related software applications
- Fosters strong interpersonal relationships, using excellent communication skills as well as the ability to work effectively with a wide range of people in a diverse community
- Consistently applies forward visionary planning, negotiating skills, conflict resolution and problem solving to hands-on job requirements
- Plans special events with safety as a number one priority at all times
- Exhibits a keen understanding of legal language, contracts, budget planning and cost effectiveness as they apply to special events
- Demonstrates a savvy working knowledge of space allocation practices
- Supervises, motivates and trains staff to be a committed team of professionals who work together towards continuously successful events

Education and Work Experience:
- Associate’s degree or equivalent combination of education and experience
- Previous experience should include: event management, customer service, financial planning, and planning large scale events

Analytic Skills:
- The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response.

Language and Literacy Skills:
- Reads and interprets documents such as operating instructions, procedure manuals, and College policies to guide own behavior. May need to spend substantial time on the telephone or in meetings to gather necessary information and plan projects. May need to respond to questions and solve problems for people using communications skills. Has the demonstrated ability to prepare or revise written reports or other documents.

Computer/Technology Skills:

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Other:
- Scheduling software (EMS) highly proficient
Licenses, Certifications and Other Requirements:
- None required

Physical Demands:
Work is often performed in a typical office environment requiring:
- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

While performing the duties of Conferences and Special Events Coordinator, the employee is occasionally required to lift and/or move 51-100 pounds.

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 a disability to perform the essential functions.

Additional Requirements for the Job:
- Must be comfortable with regularly working irregular hours, such as evenings and weekends

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.