

<b>TITLE:</b> <u>Event and Conference Coordinator</u>	<b>SALARY</b>	<b>CLASS</b>
	<b>SCHEDULE:</b> _____	<b>CODE:</b> <u>PN353</u>
<b>UNION:</b> <u>P&amp;A – Local 1979, U.A.W.</u>	<b>SALARY</b>	<b>EEO</b>
	<b>GRADE:</b> <u>10</u>	<b>CODE:</b> <u>30</u>
		<b>E-</b>
	<b>FLSA:</b> <u>Non-Exempt</u>	<b>CLASS:</b> <u>PN</u>

---

**POSITION PURPOSE**

Provide professional administrative support services in planning, organizing and coordinating events, conferences and continuing education programs for a School/College/Division. Establish and monitor budgets and work plans to ensure goals are met.

**ESSENTIAL JOB FUNCTIONS**

- Assist in the planning, organization and coordination of financial, personnel and operational activities for events, conferences and continuing education programs. Evaluate the feasibility of proposals and assist in the development of programs that will help support School/College/Division objectives.
- Initiate and lead planning committees; assist in determining service delivery and facility preparations; establish and monitor work plans and budgets; oversee development, printing and distribution of materials; and define all necessary resource requirements. Secure venue; negotiate pricing and contracts; interface with all key internal and external contacts.
- Attend events, conferences or continuing education programs to coordinate operations and activities. Coordinate participant registration, director/faculty/speaker support, food and beverage needs and act as liaison for the venue and for commercial supporters.
- Evaluate the effectiveness of events, conferences or continuing education program operations and implement necessary changes. Prepare post-conference reports outlining key measures such as attendance and associated income, evaluations, commercial support, expenses and opportunities for improvement.
- Assist in developing, implementing and maintaining overall program funding and strategy for the department (e.g. Continuing Education). May secure accreditation through the Continuing Education department.
- May provide functional supervision to support personnel. Assign, monitor and review work activities. Train in appropriate methods and procedures. Coordinate assigned staff in the delivery of materials, equipment and services. Establish departmental policies, procedures and services in relation to all assigned responsibilities.
- May represent the School/College/Division at other national and regional conferences.
- Perform related work as assigned.

### **ADDITIONAL COMMENTS**

This classification level is designed to provide professional administrative support in the development and execution of events, conferences and continuing education programs that are designed to support School/College/Division objectives. Incumbents are involved in all aspects of the process from planning and development to delivery of events/conferences/continuing education program activities. Work activities demand considerable interaction with a broad mix of internal and external contacts. The incumbent is expected to exercise considerable initiative and attention to detail in the development and delivery of events, conferences and continuing education programs and adhere to established guidelines and deadlines. Work activities require independence of action and the ability to prioritize multiple varied tasks and work within parameters of the approved budget. This classification is generally assigned to a School, College or Division and receives direction from a management level position.

### **MINIMUM QUALIFICATIONS**

- Graduation from an accredited college or university or an equivalent combination of education and/or experience preferred.
- Reasonable knowledge and experience of planning, developing and implementing events, conferences and continuing education programs.
- Reasonable knowledge of budgeting and bookkeeping procedures and applications.
- Strong organizational skills.
- Ability to communicate effectively with others.
- Ability to handle multiple assignments while adhering to established guidelines and deadlines.
- Reasonable experience in providing functional supervision and work leadership to support staff.
- Ability to work odd hours to attend and assist with events, conferences and continuing education programs.
- Some knowledge of University practice, policies and procedures is preferred.
- Typically, incumbents have held lower level program support positions or similar positions developing and delivering events, conferences or continuing education programs.