Summar Conference Coordinators act as a direct representative of the Office of Conferences and Special Events to conference sponsors, support staff, University Dining, Housing Facilities, Campus Recreation, and other University departments. Summer Conference Coordinators are responsible for organizing housing, food service, and meeting space for conferences and camps and reports directly to the Coordinator of Conferences and Special Events. This position helps to supervise the Senior Clerks and Conference Clerks.

General Responsibilities of a Summer Conference Coordinator:

- Works 35 to 40 hours per week (this time will fluctuate depending on the conference week)
- Act as primary contact for 20-30 conferences during the summer conference season.
- Remain in contact with the conference sponsors prior to and during their stay on campus.
- Act as an escalation point for Conference Clerks and Senior Clerks in order to resolve issues and make decisions that they are not authorized to make.
- Be present at all conference check-ins and check-outs in order to ensure unanticipated issues can be resolved quickly and efficiently
- Coordinate on campus arrangements for contracted conference services (e.g. room reservations, meal requests, space reservations, check-in and check-out procedures) for each assigned summer conference
- Complete all necessary paperwork and data entry including meal counts, room assignments, conference front desk binders, and space reservation room set ups
- Share in on call duty schedules during the summer conference season in order to respond to problems/emergencies related to conferences
- Respond to emergency situations and determine procedures to ensure the safety of conference sponsors and participants
- Assist Senior Clerks with Conference Clerk supervision and front desk duties
- Maintain professional service-oriented attitude at all times
- Provide data for Conference Clerk, Senior Clerk, and Office Assistant performance evaluations
- Carry out other duties as assigned by the Coordinator of Conferences and Special Events

The skills required of Summer Conference Coordinator will be to:

- Possess excellent communication and organizational skills
- Exhibit sound judgment within the scope of the position
- Present a positive, mature, and professional attitude to guests and staff
- Demonstrate self-reliant, adaptable and resourceful decision-making skills
- Feel comfortable in confronting individuals in a positive and professional manner
- Complete all paper work and data entry without error
- Successfully respond to last minute changes and potentially high stress situations
- Provide accurate and concise information to guests and staff about conference arrangements and needs
- Be eager to teach and learn from others

*All positions with The Office of Conferences and Special Events are security sensitive.