

CONFERENCE COORDINATOR*

Function of Job:

Under general supervision of designated supervisor, to be responsible for planning, developing, conducting, implementing and evaluating assigned conference programs.

Characteristic Duties and Responsibilities:

1. Assist with the planning and designing of program content and format based on objectives of each client.
2. Arrange for physical facilities and services for each assigned conference, involving follow-up on all details of coordination and operation with appropriate on and off-campus individuals and organizations providing services and materials.
3. Oversee preparation of budgets, financial records and statements, and monitor income and expenditures of each conference program.
4. Design and administer program evaluations, and perform follow-up evaluations and studies of campus and conference services and facilities.
5. Develop, edit, write and assist in production of brochures, promotional materials and other printed matter; promote and publicize conferences to appropriate organizations and groups.
6. Supervise, train and distribute work to conference support staff in order to implement arrangements and assure compliance with stated conference schedules and commitments.
7. Develop and implement appropriate campus and/or off-campus marketing plan(s) in order to generate new business.
8. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. College/university graduation or Associates Degree and two years of experience.
2. One year of experience in conference arrangement and coordination.
3. Communication skills, both verbal and written.
4. Supervisory ability.

Additional Desirable Qualifications:

1. Familiarity with the institution to be served.

12/31/96

System Approved

12/31/96

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised - original approved 5/21/75.