



Position: Coordinator of Conference Operations, Full Time
Department: Business & Finance

Position Summary:

Reporting to the Director of Conference Services, coordinates, scheduling and operation of the College's rental facilities and conference services. This position requires an outgoing personality, willingness to provide quality customer service, and the ability to coordinate the logistics for special events on the campus.

Essential Functions:

- Prepares and maintains a centralized and comprehensive College calendar for physical space allocation. Also, the employee will be charged with devising a computerized calendar suitable for campus-wide access and use.
- Evaluates client suitability in collaboration with the Director of Conference Services. This duty may include (a) maintaining listings of available rental dates, (b) interviewing prospective renters, and (c) recording information to ascertain needs and qualifications. The employee confers with appropriate supervisors, as necessary, on contemplated use or social functions, considering such factors as length of stay, size of group, and particular needs.
- Meets with Business Office personnel in a timely manner to determine billing, which may include collecting rental deposit and final payment(s).
- Coordinates housing/dining/classrooms/equipment needs through appropriate managers, i.e., Housing Director, Food Services Director, the Vice President for Academic Affairs, and the Vice President for Student Life and Campus Culture.
- Acts as a primary liaison to assigned conference groups and gives advice on set ups and procedures. The employee serves as a program/conference coordinator, maintaining contact with assigned groups throughout their stay and providing support as necessary.
- Inspects condition of premises periodically, especially in preparation for group arrivals, to determine need and extent of service, equipment required, etc., and arranges for necessary maintenance. This duty may include directing in-house or contracted workers to verify adherence to specifications. In the absence of access to housekeeping staff, keeps facilities (e.g., Stewart Field) in clean, orderly and prepared condition by performing tasks and duties as required.
- Reads and answers routine correspondence by typewriter, computer, or in own handwriting as the situation demands.
- Prepares usage/production reports for the Vice President.
- Performs other essential duties and tasks as needed or as requested.
- Assists the Director of Conference Services in the development and implementation of goals, objectives, and priorities of the premises.
- Maintains appropriate files.
- Participates in committee and group functions as necessary or as requested.

Required Knowledge, Skills, Abilities:

- Familiarity with or sincere interest in learning about the mission of Spring Hill College and the meaning of a Jesuit education, thus enabling the employee to support and strengthen the Jesuit, Catholic mission of Spring Hill College.

- Proven ability to support and contribute to a culture of inclusion, equity, and respect for diverse backgrounds, perspectives, and traditions in alignment with SHC mission.
- Principles and practices of business administration, marketing, organization, and general personnel management.
- General office skills and abilities in record keeping and producing typed correspondence.
- Basic computer skills and knowledge of Microsoft software.
- Knowledge of English grammar; speaking, reading, and writing at a level necessary for satisfactory job performance.
- Ability to perform basic mathematics calculations.
- Ability to work a flexible schedule, including nights and weekends.
- Ability to meet the public tactfully; sensitivity and appropriate confidentiality for the functions' hosts; and the ability to answer questions and/or address concerns courteously in person, over the telephone, or in writing.
- Skills in accuracy and attention to detail; ability to work independently in the absence of supervision.
- Ability to analyze and evaluate work or unfamiliar situations and adopt an appropriate course of action using independent judgment, initiative, and firmness.
- Ability to prioritize, plan, and implement tasks.
- Ability to transport and place, without damage to materials or premises, up to 60 pounds.

Qualification Standards:

Minimum Qualifications:

- Bachelor's degree in marketing or related field with one year' professional experience or three to five years of previous professional experience as a meeting planner/conference coordinator.

Preferred Qualifications:

- Experience in facilities organization and special events planning.
- Willingness to work as necessary, including nights, weekends, and some holidays.

Certifications and Licenses Requirements:

- Possession of a valid motor vehicle license.

Cover letter and resume should be sent to lallsup@shc.edu

Spring Hill College is an Equal Opportunity Employer that values inclusion, respect, and the inherent dignity of every person, consistent with our Catholic, Jesuit mission.

The College reserves the right to modify, reassign, or eliminate job duties and responsibilities, or to combine positions, or portions thereof, at any time, with or without notice. This job description is not an employment agreement or contract.
