



Position: Director of Conference Services, Full Time
Department: Business & Finance

Position Summary:

Reporting to the Vice President for Finance and Administration, coordinates marketing, pricing, scheduling and oversees 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 work independently to put together competitive conference packages, to negotiate pricing within a defined pricing structure, to exercise judgment, and to take initiative in securing conference and summer program business.

Essential Functions:

- Designs and implements an advertising/marketing program promoting the College's rental facilities and services.
- Creates brochures and other advertising support materials for the College's rental facilities.
- Distributes brochures and other advertising support materials, answers telephone inquiries, and provides campus tours for prospective rental clients.
- Evaluates client suitability. 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.
- Negotiates and prepares contracts for the Vice President's signature for rental of all facilities, including space allocated for testing services.
- Meets with Business Office personnel in a timely manner to determine billing, which may include collecting rental deposit and final payment(s).
- Works with appropriate departments such as athletics and academics in developing summer programs, e.g., sports camps, Camp on the Hill, and Summer Institutes.
- Prepares usage/production reports for the Vice President.
- Performs other essential duties and tasks as needed or as requested.
- Assists 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 or word-processed 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.
