POSITION: Summer Conference Coordinator

DEPARTMENT: Conference and Events
SUPERVISOR: Events Coordinator – Business Services

SUMMARY: Assists with operational management of conferences, camps and special events.

RESPONSIBILITIES:

- Assist in operational management functions.
- Supervise student staff and manage staff work/shift schedules.
- Implement logistical functions.
- Coordinate lodging needs.
- Assist with venue arrangements, audio-visual, athletic, and other non-housing requests.
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- Monitor conference activities and acts as on-site contact for conference participants.
- Report and seek corrective measures to problems related to conferences.
- Evaluate and correct facility/venue maintenance issues.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

- A Bachelor’s degree preferred; experience working with youths and young adults.
- Ability to communicate effectively, both orally and in writing.
- Strong interpersonal skills.
- Ability to work independently with minimal to no supervision.
- Ability to work in a fast-paced environment and multi-task in areas including, but not limited to, event planning and problem solving.
- Ability to prioritize duties, work well under pressure, and requires being able to work a flexible work schedule and is available nights and weekends.
- Ability to do some walking, bending, lifting, and carrying to support event set-up and activities.
- Anticipated Start Date: 26 May 2015.

COMPENSATION: This is a full-time, temporary position. An hourly rate will be based on an established pay range. Benefits include housing and participation in a meal plan.
EMPLOYMENT ELIGIBILITY: All new employees must provide documented proof of their identity, employment eligibility, and pass a criminal background check.

APPLICATION PROCEDURES: Résumés and applications indicating job title are accepted via fax, email, mail, online, or in person at:

Office of Human Resources
Carpenter Hall
1845 E. Northgate Dr.
Irving, TX 75062
Fax: (972) 721-4095
E-mail: hr@udallas.edu

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