

UNIVERSITY OF DALLAS

Conference Coordinator

Job Number: 13171UD
Date Posted: January 30, 2022

WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the Best Regional Universities (West) and Forbes' Best Value Colleges. We are dedicated to and guided by our [Mission](#) and thrive on professional development, a family-oriented environment, our rich traditions, and exceptional employee benefits.

JOB DESCRIPTION

UD is currently seeking a **Temporary** Conference Coordinator & Event Services Manager that reports directly to the Conference & Event Services Manager. The Coordinator assists with operations management of conferences, camps, and special events. The work is very service-oriented and requires flexibility in work schedule while prioritizing duties.

PRIMARY RESPONSIBILITIES

Administrative 30%

- Supervise student staff and manage work/shift schedules; payroll input.
- Create and manage client invoices, spreadsheets, and forms (MS Excel & Word).
- Communicate with internal conference stakeholders (housing, custodial housekeeping, facilities, HVAC, grounds, policies & safety, audio-visual, food service).

Operations 50%

- Review & implement venue logistical functions; coordinating lodging needs.
- Assist with venue arrangements, audio/visual, athletic, and other non-housing requests.
- Monitor conference activities and serves as on-site contact for conference participants.
- Report and seek corrective measures to problems relating to conference experience and evaluate and resolve facility/venue maintenance issues.
- Inspect lodging venues for damages; report and seeks repair/maintenance measures.
- Assist in operational management functions as directed.

Concierge/On-Call 10-15%

- Manage evening and weekend check-in/out duties.
- Manage customer service calls for apartment lodging

Special Projects 5-10%

- Assist Conference & Event Services Manager as directed.

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MINIMUM REQUIREMENTS

- Ability to work independently, adapt to a fast-paced environment, and handle multiple tasks.
- Knowledge of MS Excel & Word.

PREFERRED QUALIFICATIONS:

- Bachelor's degree preferred
- Experience working with youth and young adults is a plus.

ADDITIONAL INFORMATION

- **The schedule for this position is Monday-Friday, 10 am – 5 pm (32-36 hours a week) but can be adjusted to meet the conference clients' schedule.**
- **Must be available nights and weekends.**
- **Compensation is \$13.00-\$15.00 per hour depending on experience and includes temporary housing for out-of-town staff.**

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.