



## JOB DESCRIPTION FOR SUMMER CONFERENCES - COORDINATOR

**TITLE:** Coordinator  
**REPORTS TO:** Asst. Director of Event Services  
**REMUNERATION:** **Stipend:**  
**First year** - \$300/wk (\$2,700 for the summer)  
**Second year** - \$350/wk (\$3,150 for the summer)  
**Third year** - \$400/wk (\$3,600 for the summer)  
\*Residence hall housing will be provided for employee from June 9 – August 22, 2012. (Valued at \$2,379 renovated single)  
\*14-meal plan will be provided for employee. (Valued at \$1,341)  
\*Employee will **not** be reimbursed cash value of housing/meal plan if the employee opts to not receive one or either  
**\*Hours per week will vary depending on conference needs**

**OTHER EMPLOYMENT:** Due to the requirements of the position, the Coordinator will not be able to assume other employment or in class studies (online classes are permitted).

### RESPONSIBILITIES:

1. **Must attend mandatory training sessions and Coordinator Meetings.**  
No Exceptions will be made. There will also be a combined training session for all staff on Monday, June 18<sup>th</sup>, Tuesday, June 19<sup>th</sup> and Wednesday, June 20<sup>th</sup> from 9:00am to 2:00pm (times are approximate). Additional training times may be scheduled for Coordinators, along with weekly meetings in the summer that are mandatory to attend
2. Assist with implementation and presentation of training session for Resident Managers as needed.
3. Supervise Resident Managers during all aspects of summer conferences. Oversee building preparations, including reviewing all information pertinent to group(s) checking in/out and on-site supervision of activities. Coordinator will uphold all scheduled Building Preps in When2Work. If changes to the scheduled time are necessary, the Coordinator must get approval of the change, update When2Work accordingly, and notify all Resident Managers. A final walk through with the team must be performed at the completion of each building preparation.
4. Assist with administrative tasks assigned by the Assistant Director including staff scheduling, preparation of handouts, submission of payroll information, etc. It is the responsibility of the Coordinator to check requests for staff time off in When2Work and approve requests in advance.
5. Oversee the daily operations of the residence halls and Resident Managers during all phases of the conference. Includes but is not limited to: check-in, check-out, key collection and replacement, and final submission of paper work. Must be present at all check-ins/outs; this will require weekend work. Must be



- present for the entire check-in and check-out. If there is a conflict between two groups checking in or out at the same time the Coordinator will work with the Assistant Director to determine the amount of time to be spent at each check-in/out. The Coordinator is responsible for all aspects of service provided to conference guests.
6. Oversee supervision of entire conference and it's participants. Will conduct an orientation meeting for all conference attendees immediately following check-in (unless otherwise specified). Will work required evening rounds through the buildings each day when occupied by conference participants. In the circumstance where a building is experiencing difficulties, the Coordinator will stay until the problem is resolved, even if overnight stay is required. The Assistant Director must be called when any situation arises that requires more than casual staff intervention.
  7. Remain on call 24 hours daily when assigned conference(s) is on campus, including weekends, June 9<sup>th</sup> – August 22<sup>nd</sup>. It is required that the Coordinator be able to be reached by phone during assigned conferences. Days off must be approved by Associate/Assistant Director in advance.
  8. Assist with key distribution, collection and key control in conjunction with the Administrative Associate of Event Services. The Coordinator will need to hold Resident Managers accountable for staff key sets, and any specialty keys. Coordinator will respond to staff requests for key replacement and the electronic reporting of all lock problems to the Administrative Associate of Event Services in a timely manner. Responsible for verifying completion and accuracy of all final paper work and collection of conference keys after every conference checks out.
  9. May be asked to assume Resident Manager responsibilities for certain workshops as needed to help with check-in, check-out or general supervision.
  10. Required to attend weekly meeting with the Assistant Director and campus partners. The meeting will cover all information for upcoming groups arriving to campus and any changes pertinent to assigned conferences and staffing levels.
  11. Required to complete evaluations of each staff member at the conclusion of each conference and submit with final paperwork. The Coordinator will also submit to the Associate/Assistant Director three Resident Managers for the Employee of the Summer awards.
  12. The Coordinator will be required to discuss problems with staff during conference activities and bring complicated or unusual situations to the attention of the Assistant Director for their immediate attention.
  13. Submit all conference information and paperwork, including registration cards, evaluation summaries, key audits, etc. to Event Services office the same or next business day of group departure.



14. **The Coordinator will be responsible for checking his/her Ohio University e-mail account daily in order to obtain up-to-date information from Assistant Director.** Responsible for complete and accurate communication of information with Resident Managers and conference participants as necessary.
15. Respond to critical situations including fires, fire alarms, medical emergencies, and building maintenance emergencies with a sense of urgency and in a professional manner. Coordinator is responsible for communicating with Resident Manager(s), Facilities Management staff, Ohio University Police, Event Services administrators and the conference director for response and resolution. The Coordinator should ensure that the guest's needs are being accommodated during the situation. Coordinator should complete an incident report form with the resident manager(s). Employees are **not** responsible for providing medical treatment, care, or transport for any other employee or guest.

#### **QUALIFICATIONS:**

1. One year's experience working with Event Services or similar conference operation/event planning position is preferred.
2. Must be 18 years of age and enrolled in either Ohio University or another higher education institution.
3. Must be available on a full-time basis entire summer (June 9<sup>th</sup> to August 22<sup>nd</sup>) unless a part time contract is awarded), evening and weekend work is required.
4. Must have excellent communication skills both written and verbal. Must be able to relate well to all age groups. Some public speaking is required.
5. Should possess outstanding organizational skills.
6. Must be able to perform all the responsibilities of the position.
7. Must be able to grasp and assimilate information and instructions quickly.
8. Good conduct standing with the University.
9. Must satisfactorily complete a criminal records check.

#### **CRIMINAL RECORDS CHECK**

Ohio Revised Code 2151.86 requires that any individuals responsible for the supervision of youth complete a criminal records check prior to employment. Ohio Revised Code 109.572 outlines convictions that preclude an individual from being hired, unless the individual meets certain rehabilitation standards.

**ACADEMIC LOAD:** A copy of your spring and summer class schedules should be provided as soon as possible. Coordinator shall not take any classes during the summer session (online classes are permitted).

**EMPLOYMENT PERIOD: June 9 – August 22, 2012**