

Warren Wilson College
Position Description

POSITION TITLE: Conference Coordinator
(1/2 time position)

DEPARTMENT: Conferences

REPORTS TO: Vice President for Administration and Finance

POSITION SUMMARY:

Has primary responsibility for scheduling and arranging all campus-related aspects for conferences/rentals held on the Warren Wilson campus by off-campus groups and internal programs, such as the MFA Program and Swannanoa Gathering..

SPECIFIC RESPONSIBILITIES:

1. Serves as primary liaison between the group booking the conference and the College.
2. Schedules events on the College's master calendar as soon as the contract is confirmed.
3. Is responsible for preparing the contract/agreement between the guest group and the College. The contract should cover all relevant details, including room and board charges and access to campus facilities, and also include necessary legal language pertaining to liability and other significant issues.
4. Is responsible for reserving rooms requested and preparing Room Set-up Requests in a timely manner for the Heavy -Duty Crew to implement.
5. Is responsible for arranging for audio-visual equipment requested by users.
6. Assigns rooms for lodging, handles check-in and check-out, distributes and collects keys, and makes certain that all the areas and rooms which guests will use are clean and ready for use prior to guests' arrival.
7. Makes sure that college guests are aware of basic safety procedures on campus, e.g., location of Public Safety Office, emergency cell number for On-Duty Public Safety officer, and location of fire alarms.
8. Ensures deposits are collected and groups are billed.
9. Inspects campus spaces used immediately following guests' departure for any damages that need to be assessed.
10. Oversees and trains student work crew.
11. Maintains a space calendar for the summer, coordinating with Director of Activities who maintains the Master Calendar of Events.
12. Provides updated summer calendar of events for review by the Vice President for Administration and Finance each week.
13. Ensures that requests for repair of damages are forwarded to FMTS in a timely fashion.

WORKING CONDITIONS:

1. Office environment.
2. Capable of picking up and transporting a/v equipment.
3. Evening and weekend hours.

QUALIFICATIONS:

1. Basic computer knowledge.
2. Basic accounting knowledge.
3. Ability to work well with faculty, staff, students, and members of the larger community.
4. Strong organizational skills and ability to handle multiple tasks.
5. Courteous and effective interpersonal skills.
6. Basic A/V set-up and repair skills or trainable.