UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coord, Memorial Union/Marketing & Facility Usage

DIVISION: Student Affairs

REPORTS TO: Assistant Director,
Student Involvement & Experiential Learning

GRADE: 8

SUPERVISES: Clerical staff and students

BASIC FUNCTION:

Coordinate all Memorial Union conferences, workshops, and seminars, including all marketing and public relations efforts. Promote community involvement through the development of partnerships. Foster interdepartmental and community relations through coordination of University services in regard to events, information and scheduling.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Formulate and create a public relations campaign for the Memorial Union, including development of publications to be distributed to the community. Coordinate and develop a system to collect information for the master calendar.

Insure that a functional Memorial Union scheduling operation is in place for students, staff and the community.

Supervise and facilitate the following: all events scheduled through the Memorial Union Scheduling Office which need special services, such as security, contracts, registration, staffing, scheduling, technical equipment, catering, special set-ups, extension of the building’s hours; coordinate with Senior Building Manager and Building Supervisor regarding security and set-ups.

Meet with clients to educate them as to their responsibilities for implementing their particular event.

Provide staff support for University and departmental programs. Directly advise Student Program Advising Office (SPAO) interns as they in turn advise students in all aspects of scheduling and program and event planning.
Develop and facilitate scheduling and program and event planning training programs for student groups in consultation with the SPAO, SOLC (Student Organization Leadership Consultants), and SOARC (Student Senate’s Student Organization Advisory Review Committee).

Regularly evaluate the scheduling and conference services of the Memorial Union to be sure they meet the needs of the customers. Conduct regular needs assessments regarding the Memorial Union’s conference services and publicity for the Union’s services and businesses.

Supervise the operation of the Information Desk and the Scheduling Office, insuring timely dissemination of information for events and programs through coordination of University services regarding events, information, and scheduling.

Work with both the Scheduling Office’s student staff and Information Desk staff to provide marketing services, conference and other customer services.

Train, supervise, and evaluate the Scheduling (student) staff and the Information desk (clerical) staff.

Create annual and other reports as required. Schedule data input.

OTHER DUTIES AND RESPONSIBILITIES:

Participate as an active member of University committees.

Perform additional duties as necessary.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, database

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Bachelor's degree; 3-5 years’ experience in conference coordination and/or creating marketing plans and publications; ability to organize, coordinate and supervise support staff; skills in word processing and graphics programs; strong interpersonal skills, and excellent written and oral communication skills. Preferred: Master’s degree in a related field; experience with database and scheduling software.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.