UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Manager, Conferences and Special Program Development

DIVISION: Business & Finance

REPORTS TO: Vice President, Business & Finance

GRADE: 14

SUPERVISES: Professional and clerical support staff.

BASIC FUNCTION:

Promote and manage a self-supporting conference and special events program for the Kingston Campus of the University of Rhode Island.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Organize and execute a complete marketing program, promoting the availability of University facilities and services for special functions and conferences to outside entities and the campus community.

Assist campus departments with the projection of conference related income for budget development purposes.

Assist with the planning, arrangement, and scheduling of conference meeting facilities, delegate housing and dining, audio-visual needs or other needs pertaining to a particular conference.

Process conference pre-registrations and translate into specific requirements.

Conduct on-site registration of conference participants and be responsible for financial accounting of all proceeds required and collected.

Cost account actual conference income and expenses, compile accurate records, and initiate timely deposits of income collected.
OTHER DUTIES AND RESPONSIBILITIES:

Facilitate conferences, anticipate and resolve conflicts and problems before they occur and as they pertain both to individual conferees and the conference in general.

Advise auxiliary enterprise directors and other responsible managers on modifications to facilities and services and the establishment of suitable fee structures to meet the needs of conferences and special programs.

Produce brochures and media advertisements and printed materials required for conferences and programs.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, and word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor's degree in marketing, communications, hotel management, business management or related field required. Minimum of three years of direct experience in promoting and managing conferences and other related educational programs required. Demonstrated experience in sales and marketing, program development, program implementation, and fiscal management required. Must have excellent interpersonal skills and possess the ability to communicate effectively both verbally and in writing with support staff and other management staff. Must be able to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to others. Must be able to plan, organize and supervise staff. Must provide own transportation to off-campus events.

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