UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Assistant Director, WAJ/Conferences & Special Events

DIVISION: Administration

REPORTS TO: Director, W. Alton Jones Campus

GRADE: 13

SUPERVISES: Clerical, custodial, dining, maintenance and professional and other staff.

BASIC FUNCTION:

Responsible for the overall management of all aspects of the Whispering Pines Conference Center's operations, services and facilities, including food and beverage services, lodging, housekeeping, educational activities, and events such as weddings and corporate events. Oversee the sales/marketing of the Center’s services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide leadership, supervision and coordination of duties and responsibilities of food and beverage services, custodial, clerical and sales staff. Oversee the hiring, training and evaluation of all conference center staff and schedule employees according to both program needs and budget restrictions.

Coordinate and direct all marketing programs for the Whispering Pines Conference Center, including developing marketing plans, designing brochures, implementing an account coverage program and soliciting new business accounts.

Coordinate and supervise the operation of a year-round, seven-day per week, 24-hour executive conference center including all bedrooms, dining rooms, recreational facilities and conference/classrooms. Coordinate with others to provide maintenance, purchasing, payroll, and other support services. Order, maintain and account for inventories of food, housekeeping, audio-visual and educational supplies.

OTHER DUTIES AND RESPONSIBILITIES:

Serve as campus representative and host for conference center
clientele. Insure that all services ordered are delivered both on time, as well as with the quality expected of an executive conference center.

Supervise and account for the Whispering Pines Conference Center's financial affairs, including budget preparation, pricing of services, control of expenditures and generation of sufficient revenue to support all direct and indirect expenses of the conference center.

Plan, coordinate and direct all remodeling and modernization of all Whispering Pines facilities including conference rooms, dining halls and guest rooms. Act as a liaison in the preparation of all plans and specifications necessary to accomplish any upgrading of the facilities.

LICENSES, TOOLS AND EQUIPMENT:

Valid driver’s license required.

Personal computers, printers and Word Processing, Data Base, Spreadsheet software.

ENVIRONMENTAL CONDITIONS:

The incumbent is subject to both inside and outside work and extreme cold and hot temperatures can be encountered in this position. This position required 24-hour call back in cases of emergency and supervisory presence, when required, on all shifts.

QUALIFICATIONS:

Bachelor's degree in an appropriate field required, as is a minimum of three years of administrative experience at a conference center and/or hotel which includes organizing, coordinating and supervising a support staff; demonstrated experience with, and knowledge of, the methods and equipment used in housekeeping, maintenance and food service; demonstrated knowledge of management principles, practices and methods; demonstrated strong interpersonal skills, and ability to communicate effectively orally and in writing with diverse populations; demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations, and to communicate the interpretation to others; demonstrated ability to prepare and present detailed studies and reports, and to make recommendations concerning the substance of the studies and reports; ability to provide own transportation to both on- and off-site locations.

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