

Job Code:100430
Position #:(PSA)(E)
Developed by:.....TCM
Reviewed by:....SG
Approved by:LK
Date:.....12/15

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, GSO Conferences, Workshops, Special Events & Administration

DIVISION: Academic Affairs (GSO, Narragansett Bay Campus)

REPORTS TO: Dean, GSO and Director of Administration (GSO)

GRADE: 7

SUPERVISES: Clerical support staff, Student interns

BASIC FUNCTION:

Coordinate oceanography conferences, workshops, educational programs, and special events for the Graduate School of Oceanography on behalf of the Dean's Office. Duties include event scheduling, planning, and execution to include coordination of logistics support, oversight of events, and customer relations. Duties also require cost/expenditure tracking, travel arrangements, and billing for all events.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate all aspects of GSO Dean's Office conferences, workshops, educational programs, and special events, including menu/food service planning, conference room set-up, audio-visual services, travel and overnight accommodations, and other services as directed by the Dean's office. Communicate all of the above to appropriate personnel responsible for the delivery of these services.

Develop budget requirements for oceanography conferences, workshops, educational programs, and special events.

Initiate online purchase requisitions and purchase orders for Dean's Office procurements and in support of each conference, workshop, educational program and/or special event.

Negotiate all related schedules for GSO conferences, workshops, educational programs, and other events of a social nature.

Develop master schedule of the needs relating to the planning, design, and execution of Dean's office conferences, workshops, educational programs, or social events.

As appropriate, directly supervise all aspects of the conference, workshop, education program, or special event, including delivery and serving of all food and beverages, lodging arrangements, conference logistics, and the coordination with outside vendors or other service providers.

Communicate with other campus personnel to insure the appropriate delivery of services. Coordinate all GSO Dean's Office conferences, workshops, educational programs, and special events with the Dean's Office Staff and Outreach programs as appropriate.

Document all Dean's Office conference, workshop, and special event services for billing purposes, and prepare monthly and other periodic reports used in account reconciliations and other planning functions.

Prepare detailed financial reports summarizing the expenses and revenues associated with executing conferences, workshops, educational programs, and special events.

Prepare, manage, and maintain a five-year master calendar of GSO conferences, workshops, educational programs, and special event bookings, and work cooperatively with other GSO staff to maximize the use of the available resources of the Narragansett Bay Campus.

Manage, schedule and maintain room reservations on the GSO campus. Manage outside users of GSO space and collect the appropriate fee associated with the room(s).

OTHER DUTIES AND RESPONSIBILITIES:

Assist in complex travel arrangements for domestic and international travel for GSO Dean and outside travelers. Acquire appropriate Visas when required. Process Travel Authorization Requests (TARs) and Travel Expense Vouchers (TEVs) for Dean's travel according to University travel policy. Assist in the maintenance of University PCard records for Dean's purchases; approve purchases and create statements as necessary.

Maintain and order supplies required by administration. Assist in the maintenance of filing systems.

When necessary, assist the Executive Assistant II in the management of the Dean's correspondence, documents, and calendar.

Answer phones, greet visitors, and disseminate information to a diverse constituency. Exhibit a high degree of tact and sensitivity, deal directly with the public, students, faculty, staff, and officials (both within and outside of the University) on behalf of the Dean.

Process internal and student payroll in support of the Dean's Office operations.

Assist Rhode Island Endeavor program committee by providing information as needed, minutes of the meetings, and communicating with the faculty and staff.

Assist the Dean as needed with assigned tasks, and perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, database management, and spreadsheet software, as well as other software used in the hospitality and food and beverage industries.

ENVIRONMENTAL CONDITIONS:

This position is subject to both inside and outside work.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum of three years of experience coordinating conferences, workshops, educational programs, and/or special events; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated organizational skills; Demonstrated supervisory experience; Demonstrated familiarity with and the ability to interpret oceanographic institutional policies, plans, objectives, rules and regulations, and to communicate the interpretation to others; Demonstrated ability to work in a fast-paced environment; Demonstrated ability to deliver contracted and scheduled services; and; Demonstrated ability to work with diverse groups/populations.

PREFERRED: Bachelor's degree in Communications or related field

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