

Job Code:.....**101519**
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Developed by:..... PSG
Reviewed by: DLJ
Approved by: .. LK
Date: 09/16, 10/2021,
12/21; 1/26/22

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Events, Conferences and Catering Services

DIVISION: Student Affairs (Dining)

REPORTS TO: Assistant Director for Conferences and Catering Manager

GRADE: 7

SUPERVISES: Professional staff, Student staff

BASIC FUNCTION:

As assigned by the Assistant Director or Manager, Catering, assist members of the Conference and Catering teams with high quality, University wide events that serve to enhance the University's image among its primary stakeholders. Assist with all aspects of event planning and management, including but not limited to coordinating event logistics, communicating with vendors and stakeholders, and executing event marketing strategies. Handle all fiscal duties related to Conference and Catering Services, such as invoices, billing, accounts payable/receivable, etc. Ensure resources are supplied for staff to successfully perform and reach strategic goals. Effectively communicate with a range of staff, faculty, administration, students, and stakeholders. Perform administrative support duties for the Conference and Catering teams as needed, including benchmarking research and compiling information and data to prepare reports for the Director of Dining and Catering Services. Assist in the hiring, training, and supervision of student event employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist event teams with coordinating and implementing large- and small-scale events. Organize, coordinate, and provide logistic support to event set up and break down. Assist with all aspects of event coordination, including but not limited to audio-visual, facilities, housing, dining/catering and public safety.

Execute effective marketing strategies to promote events including print, social media and/or web advertising.

Assist with providing information to Digital Content Strategist for updating the Conference and Catering websites, as well as provide general communications support.

Support the Assistant Director in planning for conferences, including but not limited to event logistics, arranging internal and external services, marketing, and committee meetings.

Work autonomously and manage multiple tasks in an organized manner.

Develop and maintain office files, including but not limited to billings and orders for catering, client lists, historical fiscal data, et al. and ensuring confidentiality.

Arrange, schedule, and provide notes and correspondence for Conferences and Catering event meetings.

Assist in training and assigning tasks and ensuring efficient operations by student event employees.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing, PeopleSoft, WordPress, database management and spreadsheet software. Microsoft Office. Must have Serv-safe Certification and TIPS or Barcode Certification or be able to obtain within six months of appointment.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Demonstrated experience coordinating logistical needs for events; Demonstrated experience creating marketing strategies for events; Demonstrated ability to assist with coordination of multiple events and programs simultaneously in a fast-paced, team-oriented environment (i.e., planning, organizing, and implementing); Minimum of one year of experience collaborating with both internal and external stakeholders (i. e., vendors, community officials, and local businesses); Minimum of one year experience in one or more of the following areas: catering, conferences, alumni affairs, public affairs, and/or public relations; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated organizational and time management skills; Demonstrated attention to detail and ability to multi-task; Demonstrated experience with Microsoft Office (Word, Excel, and PowerPoint); Willingness to learn other computer platforms; Demonstrated ability to collaborate with colleagues, alumni, and volunteers; and, Demonstrated ability to work with diverse groups/populations. Must have Serv-safe Certification and TIPS or Barcode Certification or be able to obtain within six months of appointment.

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