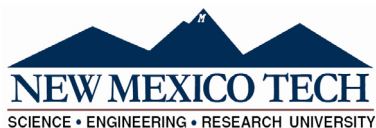


Posted: November 7, 2024



POSITION ANNOUNCEMENT

TITLE: SUMMER CONFERENCE & SPECIAL EVENT COORDINATOR

DEPT: AUXILIARY SERVICES

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$43,000 - \$50,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: 11/20/2024*

CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

Under the direction of the Associate Director of Auxiliary Services, the Summer Conference & Special Event Coordinator will serve as the primary liaison for summer camps and conferences hosted by New Mexico Tech. In addition, this individual will serve as the special event coordinator for the Division of Student Life who will spearhead or serve on a variety of committees including but not limited to Commencement, Convocation, Orientation and Weeks of Welcome. The Summer Conference & Special Event Coordinator is responsible for the daily success of the ever expanding conference program which includes establishing working relationships with community partners as well as working alongside a team of coordinators to facilitate groups staying on campus throughout the summer. This position will also be responsible for preparing contracts, room assignments, and providing support to customers through the contract process. This position will require you to have great communication skills to ensure conference needs are met and prep for the wrap up of the conference. This position requires work hours outside of the standard work week, and on call duty. Work will be heavy in the summer months and lighter during the rest of the year.

JOBS FUNCTIONS:

Assist Associate Director of Auxiliary Services with preparing contracts and estimates, invoicing, room assignments and entering information into database systems. Provide support and guidance to customers through the contract process, including but not limited to, on-site building tours, email communications, and phone conversations. Assist with monitoring expenditures and income within the Summer Conferences account. 25%

Be the primary point of contact once the conference group arrives on campus. You will see to it that each of the conference group organizers are aware of the locations of their meeting spaces, meals, as well as other campus resources available to them. Assist in acquainting group coordinators with New Mexico Tech's guidelines and policies, emergency procedures and campus layout. 10%

Share the supervision of Conference Assistants with the Residential Life Coordinator. Oversee Conference Assistants and/or assist general preparation for assigned groups, including registration (check-in/out) duties as required, meet with groups during their designated meals times to help groups assimilate to campus dining, meeting facility preparation, residence hall room inspections, and reporting any and all maintenance needs, submitting work orders, preparation of conference key packets and distribution to individual conference groups, regular inventory of keys, and access cards, linens, furniture, and other conference materials. Prepare and submit requested check-list reports, closing reports, and inventories in a timely and professional manner.

20%

Along with the summer conference team, see that the campus guests have an excellent campus experience and will want to return to New Mexico Tech in the future. Customer service is very important and will be necessary in this position. Be available and act as a resource person to all conference event participants, making appropriate referrals when necessary. Present a positive image of New Mexico Tech through a professional appearance, a pleasant and helpful disposition, a positive attitude and quick and responsive action. Wear nametag and carry on call cell phone. You are expected to be available, accessible in person, by cell phone (within reason) for questions or concerns and to respond to emergencies. Provide on-call coverage. Meet daily with the team and help conferences concerning any needs or concerns as related to their group. 15%

Perform a wide variety of housekeeping as needed including, but not limited to, distributing linens and towels, collecting soiled linen, collecting trash, stocking supplies. Performing room to room building inspections as required. Inspecting all rooms looking for lost and found items after a group's departure. Some tasks involve manual labor which may require lifting, walking and/or climbing stairs. 10%

Assist in other projects in the department as needed and other duties as identified for the Student Life Division. 15%

Attend any/all meetings, workshops, professional development, team building, seminars and/or training sessions as required by the Associate Director of Auxiliary Services and the Director of Housing and Residential Life. Communicate daily with the Associate Director of Auxiliary Services, Director of Conference Services, Residential Life Coordinators, Conference Assistants and Resident Assistants, Facilities Management Project Manager, and Food Service Director regarding the status of the group(s) currently on campus and continue planning for future groups. 5%

REQUIRED QUALIFICATIONS:

Associate's Degree in any area or 60 completed credit hours or completion of 18+ months after high school. 2-3 years of work experience (Additional education can be substituted for work experience). One year experience in any leadership or supervisory capacity.

DESIRED QUALIFICATIONS:

Bachelor's degree in any area. Self starter with the ability to oversee multiple projects concurrently and the ability to adjust to unexpected changes confidently. Experience in the hospitality industry. Served in the role of resident assistant or residential life coordinator. Experience with key encoding systems such as Onity. Experience with database systems and operations.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	F
30 - 50 pounds	O
50 - 100 pounds	F
100 + pounds	O

PHYSICAL DEMANDS:

Standing 10%	Sitting 15%	Walking 20%	Pulling 5%
Pushing 5%	Lifting 10%	Stooping 10%	Kneeling 5%
Crawling	Climbing 10%	Reaching 10%	Other