

Effective Date: July 1, 2015

UNIVERSITY CONFERENCE COORDINATOR – SUPERVISOR

I. DEFINITION

UNIVERSITY CONFERENCE COORDINATOR-SUPERVISOR

Positions in this classification function as supervisory positions located within the University of Wisconsin System responsible for all aspects of conference planning for university, city, state, national, and international conference clients, including supervision of staff. Positions allocated to this classification supervise and perform a combination of administrative duties such as developing marketing tools, promoting the university as a conference center for events such as camps, conference seminars, meetings and other special events for off campus clients and university community, and interpreting and administering policy as it relates to the use of university facilities and space. Positions are responsible for working with vendors and contractors in all facets to insure the cost effectiveness, material quality, and workmanship of the project from research, planning, and development to execution and completion. Positions function as the primary liaison for university, public and private sector clients and perform a combination of the following administrative functions: negotiating and writing conference contracts; providing full decision making authority in terms of budget and policy in order to meet the needs of the client to include, but not limited to, conference budget development, conference expenditures, billing and accounting coordination, and contractual services negotiation performed by non-university businesses; developing marketing tools; promoting the university as a conference center; administering policy as it relates to the use of university facilities and space; meeting with prospective clients to assess needs; drafting tentative event plans including cost estimates for use of facilities and services; presenting a complete conference package to clients; and implementing event plans including coordinating lodging, food service, space management, parking, recreational facilities and other physical plant services. Positions also serve as a resource/liaison to related community organizations and hire and train office staff and conference support staff. Work is performed under general supervision.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED POSITIONS

Program Assistant Supervisor
Program Assistant Supervisor Advanced