Conference Coordinator Assistant

General Summary
The University of Colorado Boulder Conference Services (CUCS) offers students an opportunity to learn how to plan and organize conferences and events at one of the leading university conference operations in the country.

As a paid employee, this position is part of the professional Conference Services team for eight months working under the supervision of a Conference Coordinator as well as working with all other CUCS professional staff, clients, and conference groups.

The Conference Coordinator Assistant is responsible for day-to-day registration management via phone, e-mail/fax and mail-in registrations and is responsible in assisting with all preparation and execution of on-site registration conferences. The successful candidate will gain experience in customer service, conference planning and coordination including communication, teamwork, registration, logistics management, customer service, and financial management. The position starts in January with 5-10 hours per week. Hours will increase during May, June, and July up to 30-40 hours per week. The position end date is August, though the exact date is to be determined and may be extended based on need.

CUCS creates value-driven experiences that drive positive impressions for the University, our clients, and the participants of these events.

General Purpose:
• Responsible for assisting the professional staff and working independently in day-to-day summer conference operations.
• They will assist Conference Coordinators in the office of CU Conference Services in preparation written and oral communication with clients; ordering and monitoring food & beverage, audio visual equipment, transportation, etc.; assisting with registration and housing check-in/out; and delivering, setting up and tearing down equipment.
• This person must have excellent customer service skills.
• They will attend planning meetings with Conference Coordinators and assist clients during conferences and camps.
• Ability to troubleshoot audio visual equipment is desirable as well as lift up to 50 lbs.

Requirement: A valid driver’s license and successful background check are mandatory for this position.

Note: Second jobs & classes are generally not allowed in the Summer Semester and must be approved in advance.

Professional Development Opportunities
• Attend a bimonthly speaker professional development speaker series (May – August)
• Meet with HDS stakeholders and campus partners identified as interest areas

Qualifications & Skills
• A demonstrated interest in customer service and conference and event management
• A high level of maturity and professional conduct
• Ability to work independently with little supervision, handling multiple deadlines and projects
• Task and detail oriented
• Enjoys working in a diverse, professional environment
• Ability to lift up to 50 lbs. occasionally
• Required 5-10 hours a week during the academic year, based on availability
• 30-40 working hours Monday-Friday (Summer Season, May-August)
• Weekend and evening hours are required as necessary
• A valid driver’s license and successful background check are mandatory for this position
• Must be a currently enrolled University of Colorado student in good standing

Remuneration
The CUCS Conference Coordinator Assistant earns $10.55 per hour. These hours are not to exceed 50 hours over a two week pay period during the spring semester and not to exceed 80 hours over a two week pay period during the summer semester. Hours will flex from week to week based on conference and office needs.

Application Procedures
Submit a resume and custom cover letter to explain your interest in the position through eRezlife system by Friday, January 15, 2016 by 5pm (MST).

Questions may be directed to Kelly Mason, Conference Coordinator: (303) 492-5151 or email kelly.a.mason@colorado.edu

Interviews will be scheduled for later in January.