Conference Coordinator Intern

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 the Conference Management team as well as working one-on-one with various coordinators, clients, and conference groups.

The Conference Services Intern is responsible for day-to-day execution of assigned summer conferences. The Conference Services Intern coordinates 12-15 summer conferences, preparing and executing services to include: preparing budgets, contracts, and invoices; written and oral communication with clients; ordering and monitoring food & beverage, audio-visual equipment, parking, transportation, etc.; assisting with registration and housing check-in/out; and delivering, setting up and tearing down equipment. The successful candidate will gain experience in 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.

Job Responsibilities
- Conference coordination with Housing & Dining Services, campus partners, and clients including the management of on-site logistics
  - Examples of conference groups assigned can include Room & Board Only groups, Summer Academic Program groups, or Conference Management groups.
- Prepare preliminary budget based on information furnished by client
- Prepare, negotiate, and execute detailed contracts describing facilities and services requested
- Maintains accurate expense and billing records in order to create a final invoice for each assigned conference
- Interact and effectively communicate with clients
- Serve as a liaison between CUCS and Dining Services to coordinate boxed meal service for all summer conferences
- Attend weekly staff meetings and actively report and provide updates on assigned responsibilities
- Develop and maintain a comprehensive conference coordination manual
- Provide registration management support including on-site assistance as needed
- Serve in an on-call capacity as a resource for clients and campus partners
- Provide conference management support for 1-2 large, multi-faceted conferences
- Special projects as assigned
Professional Development Opportunities

- Throughout the summer, shadow each CUCS professional staff member including the positions: Director, Assistant Director(s), Business Services Coordinator, Registration Services Coordinator, Sales & Scheduling Coordinator, and Conference Coordinator(s)
- Attend a bimonthly speaker series to learn about higher education and campus and conference operations
- Meet with HDS stakeholders and campus partners identified as interest areas
- Create and present training to new student employees during May Training
- Apply learned coordination skills to collaborate with full-time staff to organize a large, multi-faceted conference

Qualifications & Skills

- A demonstrated interest in 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
- 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
  - Must be a student during the Fall of 2016

Remuneration

The CUCS Conference Services Intern earns $12.00 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 via email to Kelly.A.Mason@colorado.edu by Wednesday, November 4, 2015 at 5pm. Please also include a written response, checklist, or other organizational method to describe how you would organize yourself to plan and execute a conference with the following details:

- 3-day high school student conference, June 1st-3rd
- Room and board packages for 50 guests
  - Living in Kittredge West
  - Breakfast, Lunch, and Dinner in Center for Community each day
- Meeting space in Kittredge Multipurpose rooms A&B with A/V needs for presentations
- Catered barbeque scheduled to replace dinner on June 3rd

Questions may be directed to Kelly Mason, Conference Coordinator: (303) 492-5150 or Kelly.A.Mason@colorado.edu. Interviews will be scheduled for mid-January.