

# Conference Manager (CUCS)

---

As a paid employee, this position is part of the CU Conference Services (CUCS) team during the spring and summer months, working under the supervision of the Assistant Director of Conference Management, as well as working with all other CUCS professional staff, clients, and conference groups.

The Conference Manager is responsible for the day-to-day planning and implementation of 10-15 assigned summer conferences. The successful candidate will gain experience in planning and coordinating logistics, budget and contract management, conference implementation, communications, teamwork, and customer service. This position is based in the CU Conference Services office and is integral to the leadership, support, and coordination of summer conferences.

## Job Duties

- Coordinate the planning and execution of conference logistics; pre-conference and onsite.
- Prepare budgets. Negotiate and execute detailed contracts describing facilities and services requested.
- Maintain accurate expense and billing records. Create final invoices for assigned conferences.
- Interact and effectively communicate (both verbally and in writing) with clients, staff, and guests.
- Attend weekly staff meetings and actively report on assigned responsibilities.
- Oversee and support assigned conference housing check-ins and check-outs.
- Serve in an on-call capacity as a resource for clients and campus partners.
- Special projects as assigned.

## Required Qualifications

- 5-10 hours a week during the academic year (based on availability) and up to 35-40 hours a week in the summer. Taking classes or having additional jobs will not be permitted in the summer.
- A valid driver's license and successful background check.
- Must be a currently enrolled University of Colorado student in good standing. To work in the summer, must be an enrolled University of Colorado student for the following fall semester.
- Ability to lift up to 40 lbs. occasionally.

## Preferred Qualifications & Skills

- Skills in organizing, problem solving, multi-tasking, communications, and attention to detail.
- A demonstrated passion for, and interest in, conference & event management.
- A high level of maturity and professional conduct. Professional telephone and email demeanor.
- Ability to work independently with little supervision, handling multiple deadlines and projects.
- Enjoys working in a diverse, professional environment.
- Customer service experience.

## Remuneration

The Conference Manager earns \$12.00 per hour. These hours are not to exceed 50 hours over a two-week pay period during the spring semester and 80 hours over a two-week pay period during the summer. Hours will flex from week to week based on conference and office needs.

## Application Procedure

To apply for this position, please visit <https://confreg.colorado.edu/JoinOurTeam>. Once you submit your application form, please send your resume and cover letter to [conferences@colorado.edu](mailto:conferences@colorado.edu). The deadline for applications is Friday, February 10, 2017. Questions? Please contact CU Conference Services at [conferences@colorado.edu](mailto:conferences@colorado.edu) or 303-492-5151.