

Senior Conference Assistant

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 Senior Conference Assistant is responsible for delegating and completing tasks that assist the day-to-day office in coordinating conferences and events. This front-line position is often the first point of contact for clients and guests. The successful candidate will gain experience in conference planning, customer service, communications, teamwork, registration, logistics, and financial management.

Job Duties

- Serve as the point person for the conference assistant team.
- Attend conference coordinator meetings, gather staff/office needs, and delegate tasks to the conference assistant team. Participate in team to complete tasks.
- Determine team's weekly work schedules based on office needs and staff availability.
- Staff the office front desk, answer the phone, greet guests, and run errands.
- Respond to e-mails & phone messages; manage tasks in the office's primary software program.
- Assist with conference and housing registrations.
- Support the planning and execution of all aspects of conference logistics (meeting space, catering, transportation, special events, parking, etc.).
- Assist with on-site conference logistics and the execution of conference events.
- Manage pickup and delivery of conference group housing and dining cards.
- Graphic design work and directional sign production.

Required Qualifications

- 5-10 hours a week during the spring semester (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

- A demonstrated interest in customer service and conference and event management.
- Ability to work independently with little supervision, handling multiple deadlines and projects.
- Ability to lead a team, build team relationships, and follow up to ensure tasks have been completed.
- Skills in planning, organizing, problem solving, managing multiple tasks, and attention to detail.

Remuneration

The Senior Conference Assistant earns \$11.25 per hour. Summer hours will flex from week to week based on conference and office needs. These hours are not to exceed 50 hours over a two-week pay period during the academic year and not to exceed 80 hours over a two-week period during the summer.

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. The deadline for applications is Friday, February 10, 2017. Questions? Please contact CU Conference Services at conferences@colorado.edu or 303-492-5151.