



## **Job Specification**

**Job Title: Assistant Conference Coordinator**  
**BCAT Code: 510X AX**  
**Pay Grade: 09**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Non-Exempt**

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### **General Description**

Assists in coordinating campus workshops, classes and meetings for campus-wide or localized events.

### **Examples of Duties**

- Receives requests from groups requiring space for activities.
- Contacts persons, such as trainers, speakers, etc., to participate in workshops and meetings.
- Assists in scheduling workshops, classes and meetings according to necessary time and space requirements.
- Consults charts and records to determine space availability for dates and times requested. Maintains schedules and records of available space, space used and cancellations.
- Assists in determining suitability of space for requested activities, and assigns conference rooms, lecture halls, etc; coordinates facility, lodging and catering requirements.
- Assists in preparing correspondence relating to workshops, classes and meetings, and sends to appropriate parties.
- Requisitions needed equipment such as audiovisual aids and additional seats.
- Maintains database of applicant information such as addresses and phone numbers.
- Assists in providing on-site coordination, including registration of participants, introductions of speakers, distribution of materials, administration of evaluations, and response to needs of participants and instructors.
- Serves as lead to lower level staff.
- Performs other related duties as assigned.

### **Knowledge, Skills and Abilities**

- Considerable knowledge of event planning and of the methods and sources for securing equipment, supplies, facilities, publications, and other services.
- Knowledge of campus and off-site facilities preferred.
- Knowledge of general office practices and procedures.
- Effective organizational and time management skills.
- Effective oral and written communication skills.
- Ability to prioritize work assignments and work under general supervision.
- Ability to perform math calculations with accuracy in order to account for fee payments.
- Ability to supervise others.

### **Minimum GSU Hiring Standards**

Associate's degree and one year of experience; or a high school diploma or GED and three years administrative experience; or a combination of education and experience. Experience coordinating special events or activities preferred.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*