Title: Associate Director, University Conferencing  

Pay Scale Group: 19

Essential Function

Under general supervision from a designated administrator, assist in identifying, defining, developing and implementing conference services to support faculty, staff, academic departments/college, administrative units, and other units related to the University of Cincinnati.

Characteristic Duties

- Assist in identifying, defining, developing and implementing conference services to support faculty, staff, academic departments/college, administrative units, and other units related to the University of Cincinnati.

- Develop and enhance University Conferencing public relations strategies to determine customer needs and preferences to maximize resources.

- In consultation with Director, develop marketing strategies, including establishing program priorities, pricing and structure for services offered, and policies and procedures.

- Maintain professional growth and development to keep abreast of social, technological, economic, political trends of the community to identify conference and program opportunities.

- Plan and manage a portfolio or programs to promote professional education and the dissemination of products of research, scholarship, and administrative practice; review proposed content, format, etc of identified educational outcome.

- Continually evaluate the effectiveness of services to ensure identified needs are being met.

- Develop accurate and comprehensive projection of revenue and expenses of each conference, exercising total budgetary control.

- Develop comprehensive project management plan and work with UC Conference Center General Manager for coordinating events and conferences

- May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

- Perform related duties based on departmental need.

- Serve as designated leader of University Conferencing in the absence of Director
Minimum Qualifications

- Bachelor’s degree with five (5) years experience; -OR- Associate’s degree with seven (7) years experience; -OR- ten years experience. Experience must be in marketing, sales, conference management services or related experience and may require at least one (1) year supervision.

Last updated: April 2000