Title: Assistant Director, University Conferencing

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.
- 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.

Minimum Qualifications

- Bachelor's degree with three (3) years experience; -OR- Associate's degree with five (5) years experience; -OR- seven years experience. Experience must be in marketing, sales, conference management services or related experience and may require at least one (1) year supervision.

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