Title: Director, University Conferencing

Essential Function

Under general supervision from a designated administrator, manage the University’s conferencing activities, providing conference management services to university departments, faculty and staff.

Characteristic Duties

- Direct the operational activities for university conferencing.
- Review and approve annual operating budget, annual capital expenditure budget, profit and loss statement, and project annual revenues and expenses for auxiliary.
- Identify, define, develop and implement conference services to support university departments, faculty and staff.
- Develop and enhance marketing strategies that reflect the appropriate image and stature of the University of Cincinnati.
- Develop, implement and interpret policies and procedures.
- Monitor general conditions of conference center and make recommendations.
- Maintain professional growth and development to keep abreast of social, technological, economic, and political trends of the community to identify conference and program opportunities.
- Continually evaluate the effectiveness of services to ensure identified needs are being met.
- 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 seven (7) years experience; -OR- Associate’s degree with nine (9) years experience; -OR- eleven (11) years experience. Experience must be in marketing, sales, conference management services or related field. Experience must also include three (3) years supervision.

Last updated: January 2007