

Conference and Event Coordinator
Embry-Riddle Aeronautical University

Direct Link: <https://www.AcademicKeys.com/r?job=119092>

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Posted Feb. 1, 2019, expired Jun. 3, 2019

Job Title Conference and Event Coordinator

Department

Institution Embry-Riddle Aeronautical University
Daytona Beach, Florida

Date Posted Feb. 1, 2019

Application Open until filled

Deadline

Position Start Available immediately

Date

Job Categories Coordinator

Academic Field(s) Athletics and Recreation Services
Administrative Support/Services

Apply Online Here <https://embryriddle.taleo.net/careersection/002/jobdetail.ftl?job=190085>

Apply By Email

Job Description

Conference and Event Coordinator - (190085)
Description

Embry-Riddle Aeronautical University is currently recruiting for an experienced Conference and Event Coordinator. The Conference and Event Coordinator will work under the direction of the Manager of Daytona Beach Campus Events to enhance Embry-Riddle Aeronautical University's events that take place on the Daytona Beach (DB) campus. In addition, the Conference and Event Coordinator will administer the information for internal and external conference events at the DB campus. He/she will provide coordination and logistical support in the marketing, recruitment, administration, and related services for groups visiting ERAU.

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Responsibilities include the following:

Assist with Coordination of Events: Responsibilities include conducting site selection and vendor research; coordinating services such as catering, IT support, requested services, signage, displays, special requirements, and event security. This position will also involve the ongoing evaluation and development of processes to improve the experience Embry-Riddle Aeronautical University offers to event attendees and event partners. This position will work with service providers, suppliers and vendors; coordinate the implementation of marketing plans to publicize campus events; and coordinate with attendees to ensure a smooth and easy process before, during and after each event.

Assist with the logistics planning of high impact events – Commencement, Convocation, Family Weekend, Open House, etc.

Work closely with Facilities, Athletics, Student Engagement, Campus Safety and other key departments to ensure effective and efficient use of resources.

Partner with campus event planners on utilization of ERAU venues and resources for events; Refer event planners to the appropriate campus department for all event logistics and to appropriately schedule and arrange utilization and/or rental of campus facilities, food service, and other services. Manage and monitor advertising mediums on campus (i.e. calendars, digital signage, flyers, A-frames, & chalk art).

Maintain external facility rental website content

Process all requisitions, purchase orders, and invoices through iProcurement. Manage expenses to meet budgets for each event. Prepare and distribute reports as needed.

Serve as the Primary Contact for External Group Events and Internal Conferences: This includes corporate, non-profit and external summer camp groups

Determine whether proposed campus or non-campus client activity is appropriate for inclusion on the ERAU Daytona Beach Campus.

Ensure that campus policies and procedures are followed for all internal conferences and external group events that are held at the Daytona Beach Campus.

Negotiate facility usage agreements with campus and external clients, assure needed support services, and handle re-negotiations, should changes, additions and deletions become necessary.

Meet with external clients to outline and confirm logistics with Campus Safety, Creative Services, parking/parking instructions, signage, location maps, transportation, IT, catering, decorations, equipment and/or other services as needed.

Develop and maintain marketing strategies and advertisements to attract and retain external groups and other special clientele to meet the needs of the ERAU Daytona Beach Campus community.

Identify and select appropriate advertising resources such as professional journals, trade publications and association both within the campus community and externally.

Review event advertising and informational literature across campus for adherence to campus policies. Communicate upcoming Conference events by submitting requests via Scheduler.

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Develop and maintain group reservation and confirmation policies and procedures. Act as primary contact person for information and correspondence confirmation.

Develop and disseminate written reservation and confirmation correspondence, including reservation/interest forms, contracts and confirmation letters/forms.

Coordinate and monitor payment policies and procedures to ensure timely and accurate collection of deposits and fees. Interface with the Budget Office, Tax Accounting Office and the Accounting Office to ensure accurate accounting of revenue accumulations.

Maintain accurate records and reports to prepare overall revenue estimates, projections and historical data for annual preparation.

Prepare all of the Conference Services budgets annually projecting expenses and revenues.

Generate university conference revenue and oversees disbursements to campus departments for conference service related expenses.

Monitor all income and expenditures associated with the department and specific programs.

Conduct market analysis; assess competitiveness with local academic and residential institutions.

Professional Development: Attend conference and events with other meeting professionals in order to keep up with event standards and trends.

Qualifications

Required Qualifications:

Bachelor's degree in Project Management, Marketing, Public Relations or a related field

Prior event planning experience is required and must be showcased in resume/cover letter

High degree of organizational skills and computer literacy

Ability to work independently, manage and prioritize projects

Ability to organize and process information quickly and accurately and make decisions based on information available

Must have impeccable problem solving skills; Ability to work well under pressure, deal with issues and emergencies and overcome these issues

Preferred Qualifications:

Event planning experience within a university setting

Basic knowledge of sound operation and setup preferred

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.



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Contact

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