Georgia State University  
Job Specification

Job Title: Assistant Conference Coordinator

BCAT Code: 09TX41       Effective Date: April 1, 2007
Pay Grade: G09       FLSA Status: Non-Exempt       Revision Date: July 1, 2013

General Description
Assists in coordinating campus workshops, classes and meetings for campus wide or local 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 time and space requirements.
- Consults charts and records to determine space availability for dates and times requested.
- Maintains schedules and records 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 the information to the appropriate parties.
- Requisitions needed equipment, such as audiovisual aids and additional seats.
- Maintains the database with the applicant information, such as addresses and phone numbers.
- Assists in providing on-site coordination, such as registration of participants, introductions of speakers, distribution of materials, administration of evaluations, and responds to the needs of participants and instructors.
- Serves as lead to lower level staff.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of event planning and of the methods and sources for securing equipment, supplies, facilities, publications, and other services.
- Knowledge of campus and off-campus 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 related experience; or high school diploma or GED and three years administrative experience; or a combination of education and related experience. Experience in 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.