**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Event Coordinator (Conference Accommodation & Enrichment Program)

**Job Number:** A-261

**NOC:** 1226

**Band:** 7

**Department:** Conference & Hospitality Services

**Supervisor Title:** Director, Conference & Hospitality Services

**Last Reviewed:** August 11, 2016

**Job Purpose**

Under the supervision of the Director of Conference and Hospitality Services, the Event Coordinator (Conference Accommodation & Enrichment Programs) bears primary responsibility for the general oversight of summer accommodations and front desk operations, as well as the in depth knowledge and use of Conference Software and Axiom (access card) software as they pertain to May to August conference accommodations and events. This position is also the lead Event Coordinator for Enrichment program, as well as staff training on Conference software.

The position shares responsibility for hiring, training and supervision of student staff, for executing event planning and support services for assigned events, for ensuring that they meet client needs and expectations, for supervising events and programs during all operating hours (including evening and weekends), and for completion and tracking of finances and other paperwork regarding assigned events. The position also assists with sales and marketing for the department.

**Key Activities**

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| *Event Coordination:*   1. Generates contracts for assigned events for Director and client signature which may include day meetings, weddings, overnight conferences/bar events or pub special events. 2. Coordinates with clients, internal departments and external providers for assigned events and enrichment programs for the arrangement and confirmation of all event services such as accommodations, classrooms and other facilities, registration, food and beverage, parking, audio visual and signage. 3. Assists with online registration for assigned events by creating registration forms and tracking registrations and generating reports. 4. Communicates with clients for assigned events on a regular basis via email, phone or in person to ensure awareness of client needs and expectations and plan accordingly. 5. Ensures insurance coverage is provided by the client for assigned events or arranges for same through the University. 6. Assists with event setups as required. 7. Responsible for onsite supervision of events throughout the year, including evening and weekend scheduling, as required. 8. Is the designated primary Event Coordinator responsible for general oversight of Enrichment Program including:  * Sends requests for instructors to submit courses for enrichment and provides those course details to Administrative assistant for data entry * Communicates with Administrative Assistant to ensure Enrichment registration program is setup with appropriate information | **25%** |
| *Summer Accommodations:*   1. Ensures efficient setup and operation of summer front desk for check in and out of guests and taking reservations and payments for accommodation May to August. 2. Provides support to front desk student staff, May to August. 3. Ensures the tracking and inventory residence keys and building access cards is done on a regular basis and reports any issues to Director or Locksmith as required. Director is designated authority. 4. Assigns residence room blocks to groups based on departmental bookings and cleaning requirements. 5. Maintains and tracks appropriate bed linen and bedroom supplies inventory to meet the needs of departmental bookings. 6. Ensures student staff complete all room checks on a regular basis and that any issues are reported to Physical Resources, as required May to August. 7. Coordinates with Caretaking Supervisors for daily, weekly and monthly cleaning requirements of residence from May to August to meet the needs of the department. 8. Ensures any issues related to residence from May to August are tracked and reported on a regular basis. 9. Confirms appropriate accommodations for assigned May to August events. 10. Sends rooming lists for assigned events to event organizers to complete. 11. Submits completed rooming lists for assigned events to front desk for data entry and preparation for check-in. 12. Reviews reservation requests regularly and ensures staff have followed up. 13. Ensures staff are aware of rooms available for non-group bookings. 14. Ensures any online accommodation booking allocations are up to date. | **25%** |
| *Student Staff/Human Resources:*   1. Hires student staff twice a year by creating and posting job descriptions, conducting interviews, completing employment contracts, and training. 2. Schedules appropriate student staff for assigned events and programs. 3. Shares responsibility for supervising, conducting reviews and discipline of student staff. 4. Reviews and allocates student staff hours for assigned events to accounts and submits to Administrative Assistant for data entry according to bi-weekly payroll schedule. 5. Provides on call support to student staff as events required, primarily from May to August, and as required for other events. 6. Trains student staff on conference software, Axiom and front desk procedures including updating training manuals and conducting training sessions. | **12%** |
| *Marketing/Sales:*   1. Takes inquiries by completing inquiry forms and entering into tracking database. 2. Reviews inquiries with Director prior to preparing and sending a quote. 3. Conducts sales calls by phone or in person as well as email marketing to potential and past clients to generate business as needed. 4. Prepare, send and follow up on quotes for inquiries for assigned events. 5. Conducts site tours as required for potential and existing customers 6. Sends print or electronic materials to inquiries and potential clients as required 7. Assists with preparing and sending follow up surveys for assigned events and enrichment program to ensure client satisfaction and rebooking potential 8. Communicates with schools specifically for enrichment programs to advise dates of programs, and process for registration and deadlines applicable. | **10%** |
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| *Finances:*   1. Tracks and follows up regarding required payments with clients for assigned events to ensure timely receipt. 2. Obtains Director approval and ensures all purchase expenses are in line with department annual budgets prior to placing orders. 3. Responsible for ensuring that any purchases made on department or business credit cards are allocated to proper account prior to submitting receipts to Administrative Assistant for processing and authorization of Director. 4. Supplies paperwork to Administrative Assistant to ensure purchase orders can be processed accurately and in a timely manner. 5. Ensures any invoices requiring internal transfers are completed and submitted to Administrative Assistant on a monthly basis. 6. Ensures expenses and revenues for assigned events are tracked and updated in consolidated spreadsheet on a regular basis to allow for proper budget management. 7. Generates, sends and follows up on invoices to clients for assigned events. 8. Ensures all SOCAN and Re: sound licensing fees are collected and tracked for assigned events and submitted to Administrative Assistant for quarterly reporting as well as payment and authorization of Director. 9. Communicates regularly with Director to ensure all assigned events are fiscally sound and meet department expectations. 10. Ensures front desk staff are using and closing the Moneris Machine daily and accurately May to August. 11. Ensures summer front desk float is checked and balanced regularly to ensure accuracy May to August. | **10%** |
| *Software:*   1. Ensures event information (accommodation, room bookings, summer accommodation access cards, and online registration) is entered and updated for assigned events using Conference, Enterprise and Axiom software. 2. Act as a backup for trouble shooting issues with Enterprise software within the department. 3. Reviews registrations and payments and generate reports utilizing Enrichment Program registration software. | **8%** |
| *Department Operations:*   1. Participates in review of student staffing needs bi-annually. 2. Participates in weekly staff meetings. 3. Participates in weekly summer logistics meetings with other internal departments. 4. Responsible for providing excellent customer service on a continual basis to all clients. 5. Responsible for proper use of department vehicles including van and golf cart as well as any and all keys/access cards assigned or used in conduct of job duties. 6. Checks and maintains applicable storage areas, as needed. 7. Ensures assigned event files are maintained to allow for good client management. | **5%** |
| *Alcohol/Liquor License:*   1. Assists in supervising events involving alcohol services, as needed. 2. Ensures paperwork regarding bar services for assigned events is completed and submitted for data entry and tracking in a timely manner. 3. Communicates with Event Coordinator (Liquor License) any special license requirements for assigned events to ensure compliance. 4. Responsible for understanding and relaying of information to clients to ensure compliance with LLA, AGCO and Campus alcohol policy as it pertains to assigned events. 5. Ensures staff at assigned events are following all alcohol service guidelines. 6. Ensures appropriate approvals are in place for any requests for alcohol charges to be applied to Trent account. 7. Tracks and reports incidents involving alcohol for assigned events to the Director and Security. | **5%** |

**Education**

Minimum 3 year College Diploma in Event/Hotels/Hospitality Management.

**Experience**

* 3 years directly related experience in hotel operations (ideally front desk/housekeeping/audit) and event planning, including 1 year supervisory experience.
* Smart Serve Certification required
* Driver license required
* Knowledge of the Liquor License Act and its application
* In depth knowledge of Starrez, Enterprise and Axiom software
* Sound decision making and conflict mediation skills
* Strong ability to multitask
* Strong organizational and interpersonal skills
* Intermediate computer skills, using Microsoft office programs
* Physically able to lift and carry at least 30 lbs.
* Willingness to work flexible hours.
* Evenings, weekends and holiday work will be required dependant on business booked.
* May not be able to take vacation during May to August

**Responsibility for the Work of Others**

Direct Responsibility

Student Staff

**Effort**

Physical:

* Required to lift and move tables and chairs. Volume of office work varies with most of it preceding and during summer conference season. Academic year demands are less frequent.