



POSITION DESCRIPTION

1. General Information

Position title	Conference Coordinator
Status	Non-Exempt, 37.5 Hours
Reports to (title)	Conference Manager and Director of OSMC
Department	OSMC
Date	09/09/2017

2. Primary Function

Manages multiple Science Research Conferences, and coordinates details with SRC managers, organizers, speakers, attendees, and internal and external suppliers and clients.

3. Major Duties and Responsibilities

Rank (add more as needed)	Duty/Responsibility	Percentage of time
1	MEETINGS MANAGEMENT	50
	Manages multiple conferences assigned to this position. Responsibilities including but not limited to: logistics, including housing, registration, A/V arrangements, food and beverage needs, group activity planning, evaluation, etc.	
	Communicates with organizers, suppliers, team members, and other department staff on all aspects of conference management and programming requirements, ensuring that conference arrangements are known and adhered to.	
	Collaborates with individual conference organizers on program material development and printing, including final program agenda, sponsor information, poster, speaker and short talk abstracts, as well as attendee contact information, and venue general information.	
	Coordinates and trains onsite staff to ensure the conference operates as planned based on prior logistical arrangements.	
	Provides onsite management to multiple meetings. Oversees and manages registration; prepares detailed instructions for facilities, suppliers and staff; maintains an operations office for each conference site; provides organizers with administrative support and conference management; liaisons with conference venue staff; supervises set-up of meeting rooms, A/V, food & beverage, etc.; provides general guidance to participants, and coordinates social activities.	
	Maintains historical records on the conference assigned to this position for future planning and budgeting needs.	
	Manages SRC microsites, and registration database for multiple conferences. Oversees attendee registration, and speaker invitation process, ensuring speakers register by deadlines.	
	Assists in the processing of registration forms and processes payments and issues credits as needed through the SRC database and PayPal.	



2	CUSTOMER SERVICE	30
	Communicates with internal staff, including the IT department, accounting, grants administration, marketing, and campus services/mailroom in order to simplify and aid the planning process, overall administration, and follow-up required for each conference.	
	Interacts with conference stakeholders, including speakers, attendees, suppliers, sponsors, and the general public through the FASEB SRC website, emails, phone calls, and through disseminated documents to address logistical arrangements and questions.	
3	FINANCIAL MANAGEMENT	10
	Reviews invoices and billing statements from suppliers for accuracy and resolve any discrepancies to control costs. Processes invoices and billing statements to the accounting department for payment.	
	Negotiates concessions, and discounts with suppliers to meet budgetary guidelines and requirements to seek profitable results for the SRCs.	
4	MARKETING & ADVERTISING	5
	Assists with reviewing marketing flyers and print material, PowerPoint slides and additional marketing items to verify the accuracy of the information.	
	Assists with modifying and maintaining a conference microsite for each conference that provides the relevant information necessary to provide logistical and registration information for each conference.	
5	STRATEGIC MEETING PLANNING	5
	Collaborates with SRC team to prepare and provides Advisory Board with conference proposal applications and historical reports for review of future conferences to continue relationships with organizers and ensure SRCs longevity.	

Incumbent is expected to perform other duties as assigned by their immediate supervisor in support of the organization's goals and FASEB's needs.

4. Direct Reports			
Position titles of direct reports	# in position	# supervised by direct reports	
		Exempt	Non-exempt



5. Knowledge & Skills	Indicate the minimum education level (or equivalent experience) required in your position.		List the skills applicable to your position and indicate the minimum proficiency required: A= Novice; B= Proficient; C=Expert		
	Check those which apply		Subject or major field of study	Skill (Specify equipment/system, e.g., MS Word, Communication Skills, Customer Service)	Minimum Proficiency
	x	High school		Written and Verbal Communication Skills	B
		Prof/technical		Organizational Skills	B
	x	College courses (Bachelor's degree preferred, or equivalent combination of education and experience)		Interpersonal Skills	B
		Bachelor's degree		MS Excel	B
		Master's degree		MS Word	B
	x	Other	3-4 years' office experience. Scientific meetings experience preferred.	Customer Service Skills	B
			Attention to Detail	B	
			Ability to Multi-Task	B	

6. Key Decisions & Guidelines	Give two or three examples of decisions you make or actions you may take without prior approval.		Any decision in which there are guidelines, policies, procedures or historical precedents that can be used as a reference point. Responsible for negotiating existing contracts for upcoming conferences.	
	Give two or three examples of decisions you refer to a higher authority.		Any decision in which there are guidelines, policies, procedures or historical precedents that can be used as a reference point. New Contracts.	
	Indicate any special policies, formal procedures, or precedents that guide your work.		The department follows guidelines and policies set by the SRC Advisory Committee, the Grants Administration Department, the Accounting Department, FASEB, as well as written procedures, guidelines and policies found in the Organizer Manual and related documents.	

7. Working Relationships	Position	Department/Organization	Purpose (What is important is the content of these interactions. Describe what happens as a result of these contacts)
	Administrative Assistant	OSMC	Obtains, provides or exchanges information.
	Grants Manager	Grants Dept	Obtains, provides or exchanges information.
	Director, MARC	MARC/Grants Dept	Obtains, provides or exchanges information.
	Co-workers	OSMC	Obtains, provides or exchanges information.
	Director, OSMC	OSMC	Obtains, provides or exchanges information.
	IT Manager	Information Technology	Obtains, provides or exchanges information.
	Director, Marketing	Marketing	Obtains, provides or exchanges information.
	Director, Accounting	Accounting	Obtains, provides or exchanges information.
	Accounts Payable	Accounting	Obtains, provides or exchanges information.
	Printing and Graphics Staff	Campus Services	Obtains, provides or exchanges information.
	Mail Room Staff	Campus Services	Obtains, provides or exchanges information. s special mailings and shipments
	Clients – Conference Organizers	Various	Obtains, provides or exchanges information.
Suppliers	Various	Obtains, provides or exchanges information.	



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	Clients – Speakers	Various	Obtain, provide or exchange information.
	Clients – Attendees	Various	Obtain, provide or exchange information.
	General Public	Various	Obtain, provide or exchange information.
	Sponsors/Funders	Various	Obtain, provide or exchange information.

8. Working Conditions	<p>This position requires sitting (80%), standing (5%), and walking (15%). Additional physical requirements are as follows:</p> <ul style="list-style-type: none">• Occasionally requires lifting materials of approximately 20 - 40 lbs.• Requires computer work involving extensive use of keyboard, mouse and monitor.• Working long hours onsite at meeting.
	<p>Work Environment/Conditions:</p> <ul style="list-style-type: none">• Dayshift hours primarily• Travel and other work related assignments on weekends are possible.