



Position Title: Hospitality Institute Office Specialist
Reports To: Director
Department: Hospitality Institute
Prepared By/Date: John Richards/6-9-2010
Approved By/Date: Thomas Meyer/6-9-2010
Revised: Jennifer C. Brito/7-13-2010

Job Code: 4181
Job Group: SNE
Salary Grade: 12
FLSA Status: Non-exempt

Summary:

The Hospitality Institute Office Specialist provides administrative support in marketing, recruiting, job placement, and tracking of individuals trained at the Institute in Overtown Miami.

Essential Duties and Responsibilities:

- Prepares and distributes information and correspondence about the Hospitality Institute, (i.e. brochures, flyers, PowerPoint presentations, newspaper articles, newsletters, and other publications.
- Maintains and updates database and develops tracking systems for evaluation purposes.
- Organizes and attends outreach efforts to promote the Institution by working with partners, setting up job fairs, field trips and other educational programs.
- Prepares and distributes monthly Institute newsletter and develops ongoing contacts with employers in the industry
- Prepares and executes all correspondence for Institute participants.
- Acts as liaison for Outreach Organizations, Employers, and Community Organizations.
- Provides staff support by executing administrative duties.
- Attends and supports Institute related events and activities.
- Supervises part-time personnel.
- Assists the Director and performs other duties assigned.

Knowledge, Skills and Abilities:

- Working knowledge and proficiency of Word, Access, Excel, PowerPoint, Print Shop, or similar software.
- Proficient ability and skill in the use of grammar, punctuation, and spelling
- Excellent organizational, interpersonal and communication skills, both orally and in writing
- Ability to perform multiple tasks and manage multiple priorities.
- Ability to coordinate meetings and projects
- Ability to proofread alpha and numeric data.
- Ability to meet deadlines, work independently, resolve problems, and make decisions in accordance with departmental policies and procedures
- Ability to provide customer service to faculty, staff, and the community
- Ability to work in a multiethnic, multicultural environment.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be

made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associate's degree from a regionally accredited institution and four (4) years of experience in responsible administrative and clerical work, or any combination of education and experience.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name