



Position Title: Part-Time Conference Day Conference Director

Job Code: 8130

Reports To: Director, College Training and Development

Grade: HB

FLSA: Exempt

Job Description:

The Part-Time Conference Day Director assures that all phases of planning, coordination, implementation, and evaluation of Conference Day are completed in a timely, effective manner.

Duties & Responsibilities:

- Develops and maintains a Conference Day planning manual
- Conducts various meetings and focus groups to assure the Days program addresses identified needs
- Works on the Conference Day Planning Committee to assure sub-committee work is on track and on target
- Identifies and retains internal and external resources to conduct programs
- Develops an ongoing communications and marketing program for employees regarding Conference Day
- Develops and maintains the web based and hard copy programs to be available to employees/attendees on a timely basis
- Oversees the work of various sub-groups with Conference Day assignments including national and MDC registration, hotels, room assignments, media services, bus transportation, security, food vendors, campus information groups, luncheon entertainment, evaluations, web based and hard copy programs, etc.
- Evaluates program effectiveness
- Communicates with all internal and external audiences
- Develops and implements a recognition program for all those associated with the success of Conference Day
- Performs internal and external administrative requirements
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Master's degree in Human Resources Development, Educational Technology, Organization Development, Marketing or Education with a minimum of three (3) years of related experience in the variety of competencies required for this role communications, marketing, event planning, needs assessments, training, evaluation, administration, manual development, web based applications, and a high level of computer proficiency with all Microsoft Office Applications

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name