



VACANCY ANNOUNCEMENT

Conference Specialist/ Public Relations and Marketing Specialist II

Conferences and Event Services

Full-Time, Classified, Non-exempt Position #00428

Longwood University is an institution of higher learning dedicated to the development of citizen leaders who are prepared to make positive contributions to the common good of society. In support of this mission, we invite qualified applicants to apply for the position of Conference Specialist in Conferences and Event Services.

RESPONSIBILITIES:

- Supervision of summer conference staff including timely recruitment, hiring and training
- Provide administrative and logistical support for the scheduling of programs to include coordination of facilities for events
- Develop timely schedule for housekeeping department for cleaning and preparing residence halls
- Coordinates all resources needs such as dining services, technology support, transportation scheduling, security, parking services, room locks and unlocks
- Provide administrative support to the summer conference program
- Plans, coordinates and schedules space and resource requirements for conferences in the 25Live software
- Requests approvals to use spaces for conferences
- Schedules and oversees key box and ID Card inventories
- Coordinates dining set-ups, times, meal choices, and meal counts with Dining Services
- Consults with scheduling specialists on the coordination of resources and spaces and 25Live programming
- Assists in scheduling efforts during high traffic periods as needed

QUALIFICATIONS:

- High School diploma or equivalency required
- Bachelor's degree or equivalent training or experience preferred
- Experience in Residential and Commuter Life, Resident Assistant, conferences and/or hospitality preferred
- Supervisory experience preferred
- Strong organizational and planning skills required
- Working experience dealing with public effectively and courteously
- Working knowledge of Microsoft Office including Word, Excel and database management
- Knowledge of meeting and conference planning; preferably in a higher education setting
- Experience in a hospitality setting is preferred
- Knowledge of social media platforms management preferred
- Valid driver's license

Pay Band 3 with exceptional Commonwealth of Virginia benefits. A successful criminal background check is required. Position will be posted a minimum of five days. Review of applications will begin immediately. AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply. Submit a completed Commonwealth of Virginia application online at <https://virginiajobs.peopleadmin.com>. Applicants must include all qualifications and work history on the

State application. Consideration for an interview is based solely on the information within the application. Resumes will not substitute for a complete application.

Human Resources
Longwood University
201 High Street
Farmville, VA 23909
Phone: 434-395-2074
Fax: 434-395-2666
Email: humres@longwood.edu

In compliance with the Americans with Disabilities Act (ADA), Longwood University will provide, if requested, reasonable accommodations to applicants in need of accommodations in order to provide access to the application and/or interview process. You are not required to note the presence of a disability on your application. If, however, you require accommodations in the application and/or interview process, please contact the Office of Human Resources at 434-395-2074 or humres@longwood.edu.

The Annual Fire and Security Report(s) include campus security information, campus fire statistics, safety procedures, and provides statistics for criminal and disciplinary offenses. The report(s) are provided annually in compliance with the Clery Act and the Higher Education Opportunity Act (HEOA). Longwood University's Annual Safety and Security report and the Annual Fire Safety report is available at: <http://www.longwood.edu/media/police/solomon/2017-Annual-Security-and-Fire-Report.pdf>. A hard copy of the Annual Security and Fire Safety reports and/or a copy of the Fire Log are maintained at the Longwood Police Office and will be provided upon request.

A diversified workforce is an important part of our strategic plan. EOE/AA (10/06/2017)