



## Administration Job Family: **Event/Conference Coordinator Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. **A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA.**

### GENERIC JOB PROFILE SUMMARIES

Event/Conference Coordinator I INDIVIDUAL CONTRIBUTOR	Event/Conference Coordinator II INDIVIDUAL CONTRIBUTOR
	Perform /be able to perform most or all of the duties and responsibilities of the Coord. Conference I level
Prepare and maintain schedules of function dates and facilities; arrange and/or coordinate logistics for conferences, programs, and events; including meeting spaces, lodging, marketing, public relations, mailings and registration, and distance learning technology.	Plan, organize, schedule and coordinate numerous services, activities, staff, and facilities including the negotiation of contractual arrangements, housing, transportation, dining, physical needs and social events.
Make recommendations and provide input to clients.	Evaluate and implement recommendations for events enhancement.
Interact with function participants on a daily basis; act as primary information source to clients/participants; maintain various event listservs.	Responsible for the design, development and preparation of events and/or conferences from conception to post event analysis, including planning, organizing, negotiating, scheduling, coordinating and evaluating the event/conference.
Assist in pre-event arrangements including preparing event planning packets, adhering to event budgets, preparation of marketing and registration printed and on-line materials.	Responsible for pre-event arrangements including fostering new business, developing event planning packets and timelines, developing and adhering to event budgets, negotiation of contracts that adhere to university policies (e.g. catering, lodging, meeting spaces, travel, speaker arrangements, entertainment), development of marketing and registration printed and on-line materials.
Prepare or coordinate the preparation of billing, vouchers, invoices, etc. for a function.	Maintain existing accounts through regular contact and consistent follow up.
Assist principal planner(s) in preparation and monitoring of budget; assist with the preparation of various financial and expense reports; may include process of contracts/confirming documentation for functions.	Assist principal planner(s) in preparation and monitoring of budget. May include the process of contracts/confirming documentation for functions.

Event/Conference Coordinator I INDIVIDUAL CONTRIBUTOR	Event/Conference Coordinator II INDIVIDUAL CONTRIBUTOR
Coordinate activities of function support staff.	Supervise regular, student, and temporary support staff as assigned
Assist in the design, creation, and publication of marketing materials, both in print and on prospective web site pages.	Assist in developing marketing and sales strategies.
	Function as on-site coordinator for events; tactfully handle situations that require immediate on-the-spot resolution to ensure excellent public relations.

## JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11297 EVENT/CONFERENCE COORDINATOR I, BAND D	10194 EVENT/CONFERENCE COORDINATOR II, BAND E (EX)
<b>MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY</b>	Trade/Technical/Vocational school degree and up to 2 years of relevant experience or equivalent combination	Associate's degree and 2 to 4 years of relevant experience or equivalent combination
<b>IMPACT</b>	Extends beyond department	Moderate impact
<b>CONTACTS - INSIDE</b>	Coordinate activities Contribute to group work	Assists others Cooperation of task completion
<b>CONTACTS - OUTSIDE</b>	Conduct somewhat complex business activities Obtain involved information Provide detailed response	Developing and making presentations and negotiations with others
<b>CONTACTS - STUDENTS</b>	Provide information and instruction	Occasional contact to provide information and instruction

FACTOR PROFILE	11297 EVENT/CONFERENCE COORDINATOR I, BAND D	10194 EVENT/CONFERENCE COORDINATOR II, BAND E (EX)
<b>SUPERVISION</b>	Students Temporaries On-the-job training	Responsible for providing guidance, counsel and information to employees throughout the University in specific support areas
<b>COMPLEXITY</b>	Focus on entire field	Frequently adapt, combine, or make improvements to services, products, processes, & programs. Work requires reasoning skills and judgment
<b>LEVEL OF DECISION MAKING</b>	Responsible for making some decisions which require consideration of various criteria.	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students
<b>FREEDOM OF ACTION</b>	General supervision Resolve most problems Accomplish most tasks alone Keep supervisor informed of progress	General supervision Some interpretation of established work policies and procedures is required
<b>EFFECT OF DECISION MAKING</b>		Direct affect multiple functional areas Limited effect on student and employees
<b>WORKING CONDITIONS</b>	Lifts 10 to 20 lbs. Normal working conditions, including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required	Normal working conditions, including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required