Under the supervision of the Director of Business Services is responsible for the planning, execution, and team leadership related to all aspects of conference service operations across the University, from high-profile University events such as Commencement to external conferences and other events. The Director’s focus is to consistently deliver high quality customer service for internal and external clients and drive results for the department.

Responsibilities:

- Plans and schedules facilities and services for the University and outside organizations’ events.
- Coordinates with clients (University or external) to determine technical and other special requirements needed for events. Determines resources available for events such as equipment, AV or labor, and handles obtainment of additional resources such as equipment rental.
- Develops and reviews cost estimates, tracks actual expenses for use in budget projections, event assessment, and planning.
- Attends events to facilitate operations and responds to emergencies, problems, etc. to ensure all aspects of events are implemented and controlled according to plan.
- Utilizes EMS database to create confirmations, service orders or setup worksheets for clients as needed.
- Manages a departmental budget, balancing the delivery of high quality service with attentiveness to cost containment.
- Leads and participates in the marketing of campus space, including that available for summer camps and events, to external groups of importance to Capital.
- Manages and assists in the professional development of 2-3 full-time employees.

Qualifications:

- Bachelor’s degree; one to two years related experience and/or training preferred.
- Excellent skills in Microsoft Word, Excel, Access, PowerPoint, Outlook, Publisher, and the ability to learn 25live and CaterTrax.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to write reports, business correspondence, and procedure manuals.
- Ability to communicate professionally through both verbal and written means, and the ability and/or skill to work closely with others as part of a team.
- Ability to work without supervision and demonstrate considerable initiative, manage multiple priorities under tight deadlines, and perform advanced supervisory responsibilities.

Capital University offers a rich benefits package that includes medical, dental, retirement, family education benefits, long-term disability, life insurance and free parking.

Send cover letter and resume electronically to:
Mary Ellen Borchers, Director of Business Services
Search Committee Chair
mborchers@capital.edu

For more information on Capital University, visit our website at www.capital.edu.
Capital University is an equal opportunity employer.
Qualified minorities, women, and persons with disabilities are encouraged to apply.