



VACANCY ANNOUNCEMENT

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**Conference Coordinator**

***Administrative and Office Specialist III***

*Conferences and Scheduling Department*

Full-time, Classified, Non-exempt (Position 000428)

Longwood University seeks qualified applicants for a Conference Coordinator. The position supports the Assistant Director for Conference Services in all aspects of administrative and logistical support for the scheduling of the University's conference programs.

**RESPONSIBILITIES:**

- Assists in the recruiting, hiring, and training of summer conference staff;
- Provides administrative and logistical support for the scheduling of programs, including coordination of facilities for events;
- Provides administrative support to the Summer Conference Program;
- Performs team maintenance activities;
- Participates in special projects as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Strong organizational skills, planning skills, computer skills, sales/marketing skills, and interpersonal skills;
- Ability to work efficiently in a fast-paced environment;
- Ability to meet deadlines on a daily basis;
- Ability to deal with the public in a courteous and effective manner;
- Knowledge of meeting or conference planning in a higher education setting, or experience in a hospitality setting preferred.

**EDUCATION AND EXPERIENCE:**

- High School diploma or equivalency required;
- Bachelors degree or equivalent training or experience preferred;
- Experience in conferences and hospitality preferred;
- Supervisory experience preferred.

Pay Band 3, minimum starting salary \$23,999 with exceptional Commonwealth of Virginia benefits. A complete Commonwealth of Virginia employment application and a successful criminal background check is required. Position is open until filled with a minimum five-day posting period. To apply, submit completed Commonwealth of Virginia application, <http://www.longwood.edu/hr/FormsEMS/stateapp031309.doc> (indicate position #000428) to:

Human Resources  
Longwood University  
201 High Street, Suite 212  
Farmville, VA 23909

Ph: (434) 395-2074 / Fax: (434) 395-2666

Email: [humres@longwood.edu](mailto:humres@longwood.edu)

*A diversified workforce is an important part of our strategic plan. EOE/AA (9/23/09)*