



UNIVERSITY OF  
**ST. MICHAEL'S COLLEGE**  
IN THE UNIVERSITY OF TORONTO

## **UNIVERSITY OF ST. MICHAEL'S COLLEGE JOB OPPORTUNITY**

<b>Position Title:</b>	Conference Coordinator
<b>Department:</b>	Conference Services
<b>Hours:</b>	24 hour work week (part-time) Flexible hours covering weekends and evenings will be required
<b>Compensation:</b>	\$16.00 per hour
<b>Terms:</b>	Part-Time
<b>Posting Date:</b>	<b>January 29, 2018</b>
<b>Closing Date:</b>	<b>February 16, 2018</b>
<b>Apply to:</b>	<a href="mailto:hr.stmikes@utoronto.ca">hr.stmikes@utoronto.ca</a> <b>Attention: Human Resources Officer</b> (please include position title in subject line of email when submitting resume and cover letter)

### **PROFILE**

The University of St. Michael's College, federated with the University of Toronto, is a Catholic institution of higher learning founded by the Congregation of St. Basil, whose motto, "Teach me goodness, discipline and knowledge," sets the tone for campus life. Committed to the pursuit of knowledge, meaning and truth, USMC is a dynamic centre where Catholic intellectual life thrives in a context of academic freedom and rigorous debate. The University of St. Michael's College boasts a large and dynamic undergraduate division, a Faculty of Theology and one of the busiest and most important libraries on the University of Toronto Campus.

### **Position Summary**

The position of Conference Coordinator reports to the Manager of Conference Services at the University of St. Michael's College. The individual will assist in organizing all aspects of events on campus including but not limited to answering client inquiries, coordinating event set-up and food services, and monitoring events in progress. There is a close working relationship with Facilities and Services, Food Services, Information Technology Services, and Janitorial Services.

### **Responsibilities**

- Book event spaces, classrooms, and other campus space for internal university departments and external clientele.
- Organize all aspects of booked events, including room layout and set-up needs, ordering audio-visual equipment rentals, and food services.
- Oversee events on campus daily and coordinating AV rentals.
- Meet with internal departments to discuss all conference and event items
- Meet with clients for site visits and event planning.
- Provide tours of classrooms, meeting rooms, reception rooms, and dining halls.
- Conduct research and organize materials (e.g. pricing comparative charts, furniture, equipment costs etc).

- Provide administrative services, including basic customer invoicing and tracking.
- Perform other duties that may be assigned.

### **Skills Required**

- Computer proficiency in MS Office software (Word Processing, Excel, Outlook, PowerPoint)
- Experience with event-organizing software (particularly CaterEase)
- Familiarity with audio-visual equipment
- Ability to multi-task in a fast-paced environment
- Excellent oral and written English communication skills
- Strong office management skills
- High attention to detail
- Ability to work independently and use initiative in solving problems

### **Education/Experience**

- Experience with event planning, sales, and customer service.
- Degree or diploma in a relevant field (business, hospitality and tourism, etc).

**We thank all applicants for their interest. Only those considered for an interview will be contacted.**

*All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of St. Michael's College is committed to equity in employment and diversity. If you require accessibility accommodation, please contact the Human Resources Officer at 416-926-7118 or [hr.stmikes@utoronto.ca](mailto:hr.stmikes@utoronto.ca)*