

Posted: September 8, 2022



POSITION ANNOUNCEMENT

TITLE: CONFERENCE & EVENT COORDIANTOR **DEPT:** AUXILIARY SERVICES

REG **TEMP** **FULL TIME** **PART TIME**

STARTING RATE or SALARY RANGE \$36,400

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: September 16, 2022* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

Assists the Macey Center Director and Assistant Director in the supervision, organization and administration of the facility; manages concession and Tech Club sales and inventory; inventories facility equipment; schedules, prepares for, and strikes after events held at Macey Center; supervises facility during events in absence of Macey Center/Fidel Director or Assistant Director. This position will also be required to bartend, set up banquet equipment, prepare computer equipment for use, and other audio/visual/web/video needs as dictated by customer contract. Ensures that all facilities are properly prepared for scheduled use as requested. Distributes all necessary information on each conference to other departments on the campus. Assumes an appropriate share of staff coverage for evening and weekend events. Maintains data and records including compiling and analyzing data conference room usage. Monitors expenditures and income within the conference funds, follows up on discrepancies and makes necessary corrections as needed. Monitors all delinquent account collection policies and procedures. Implements NMT strategic plan objectives.

REQUIRED QUALIFICATIONS:

Associate's degree or completion of program of 18+ months after high school. Area of study: hotel, food service, conferencing, travel and tourism, resort, event planning, etc. NOTE: Four years of directly related experience can be used in lieu of Associate's degree. Bachelor's degree - Area of study: Management or business preferred. Experience in working with special events, simultaneous tasks, and event facility or hospitality industry. Knowledge of Microsoft Office Suite, Adobe, JotForm, Google Drive/Operations required. Knowledge of marketing and accounting principals required. Willingness to work evenings, early mornings, weekends and holidays required.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place, Socorro, NM 87801