



AN HONORS UNIVERSITY IN MARYLAND

**Title:** Graduate Conference Coordinator  
**Status:** Graduate Assistant, 12 month appointment  
**Supervisor:** Assistant Director for Conferences and Marketing  
**Dates:** 12-months from effective start date, renewable for additional years based on satisfactory performance

**Residential Life**

University of Maryland, Baltimore County  
1000 Hilltop Circle  
Baltimore, Maryland 21250

PHONE: 410-455-2591

FAX: 410-455-1058

VOICE/TTY: 410-455-3233

[www.umbc.edu/](http://www.umbc.edu/)

**Qualifications:**

Earned Bachelor's degree with acceptance into a post baccalaureate graduate program at any of the USM campuses required. UMBC graduate students preferred.

**General Responsibilities:**

Reporting to the Assistant Director for Conferences and Marketing, the Graduate Conference Coordinator is responsible for support with administrative management, personnel development, and advancement of the summer conference and event program at UMBC. This includes space management, staff recruitment and training, and follow-up with departing conference groups. Work also includes some responsibilities with RL Facilities staff on an as-needed basis. This is a 20-hour a week position.

**SPECIFIC RESPONSIBILITIES:**

- Attend regular UMBC Events meetings, and weekly during peak summer season
- Recruitment and selection of summer staff members
- Develop training schedule and materials for summer staff training weeks
- Provide on-going training, recognition, and staff development for all summer staff members
- Aid in facilitation of summer staff meetings
- Oversight of summer and academic year residential life space reservations
- Assist with building logistics and conference group and summer intern placement
- Plan and implement end of summer celebration for Residential Life employees
- Serve on the summer conference on-call duty rotation, as well as the facilities grad on-call rotation
- Collaborate with campus partners (Dining, Campus Card, Commons, etc.)
- Assist with post-departure administrative tasks including, but not limited to billing, evaluation, and rebooking
- Research best practices for conferences and events on the regional and national level
- Identify vendors and services, in accordance with UMBC procurement practices, that would enhance the summer conference program
- Provide creative insight and development of year-round departmental marketing initiatives
- Support departmental initiatives
- Provide support to the Assistant Director for Facility Projects for inventory control, ongoing capital projects, and utility billing
- Other duties as assigned

**Residential Life Expectations:**

- Maintain approximately 20 office hours per week
- Perform all related duties as requested

**Salary:**

Remission is tuition for 9 credits per semester (does not include mandatory graduate student fees) and 10 meals a week (while the University is in session). Partial University of Maryland System benefits and salary for the appointment period, typically June 1 – May 31.

**Apply by June 19<sup>th</sup> for best consideration by emailing Roger Becks at [rbecks@umbc.edu](mailto:rbecks@umbc.edu)**

Include cover letter, resume, and the names and contact information of 3 references.

For more information about this position or other, please email [rbecks@umbc.edu](mailto:rbecks@umbc.edu)

UMBC is an Equal Opportunity, Affirmative Action Employer. Women, persons of color, and persons with disabilities are encouraged to apply.