

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: CONFERENCE CENTERS ASSISTANT II
(Part-time – Not to exceed 25 hours per week. Flexible Schedule.)

PAY GRADE C-4

STATUS: NONEXEMPT

MAJOR RESPONSIBILITY:

Provide staff support to the Conference Centers. Key duties revolve around ensuring a seamless delivery of service to customers to facilitate successful events at the Ewers Century Center, The Webber Center and other campus venues as needed.

At the College of Central Florida, our vision is to be “Your first choice for quality higher education.” We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: High school diploma or equivalent required.
2. Years of experience in field: None required.
3. Special skills or abilities related to position: Ability to plan, organize and take initiative. Excellent customer service skills in hospitality field and verbal and written communication. Skilled in hospitality, catering and special events service areas with knowledge of working with large organizations including corporate accounts. General technical knowledge of computers and audio-visual equipment. Demonstrates understanding of health department codes.

ESSENTIAL JOB FUNCTIONS:

1. Represent and provide technical assistance on behalf of the Conference Services department for all scheduled conference events.
2. Complete a pre-event and post-event check list to make sure all details and client needs are met.
3. Set up and service breaks as requested.
4. Assist the conference administrative team with telephone and computer support as needed.
5. Initial opening and/or closing and securing of main conference centers and buildings in which conference events take place. These may include opening of venues as early as

ESSENTIAL JOB FUNCTIONS (Continued):

- 5 a.m. or closings as late as 12 p.m. midnight. Events take place outside of normal work hours, as well as weekends, on a regular basis.
6. Assist guests with setting up their laptops, retrieving program information, checking that all presentations including sound and visual are working properly.
 7. General knowledge and understanding of how to utilize our campus audio/visual (a/v) systems in our main venues to include use of LCD projection, screens, music, VGA cable connections as well as HDMI cable connections and wireless and handheld microphones. Must also have the ability to toggle between multiple presentations and a/v sources.
 8. Must be able to operate a golf cart. A valid driver's license is required.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS

- Works in an office environment.
- Works outside and inside.
- Very flexible hours required.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability)

PRIMARY LOCATION OF JOB: Klein Center, Ocala Campus/ Citrus Learning & Conference Center

SUPERVISOR OF POSITION: Conference Services Specialist