Staff Position Description

Title: Conference Coordinator 2016 (COC)
Reporting Line: The Camp Coordinator reports directly to the Camps and Conference Resident Director
Hours/Week: Full-Time: 29 hours/week
Date Range: May 9, 2016 – August 26, 2016

About Boston College and the Office of Residential Life

Boston College is a Division One university with approximately 9,100 undergraduate students (7,600 residential), located on 118 acres in Chestnut Hill, Massachusetts, a beautiful suburb seven miles from the center of Boston. Founded by the Society of Jesus in 1863, Boston College has strong Jesuit Catholic educational values, which are used as a foundation for our work with and care for students.

The mission of the Office of Residential Life is to create a respectful, healthy, and safe living community for our residents. We are committed to integrating the Ignatian tradition into the formation of each student by connecting their intellectual, ethical, religious, and spiritual lives through a myriad of programs and services. Our role in this formational development is achieved by promoting the academic mission, encouraging responsible and ethical behaviors, engaging residents in conversations regarding diversity, and creating safe, well-managed learning environments where students can seek the greater good.

Under the leadership of the Associate Vice President, the Director of Residential Education, and the Director of Operations, the department consists of 40 professional staff members, 29 graduate positions, 196 RAs, and 20 additional student employees.

Conference Coordinator Responsibilities:
- The Conference Coordinator is responsible for overseeing conferences that are utilizing Boston College residence halls and facilities. This individual is responsible for managing a staff of 25 front desk staff members this includes scheduling and managing groups that are arriving to campus. They must work in collaboration with all coordinators.

Conference Coordinator Duties:
- Manage all guest placements, check-in, check-out, and any publishing as necessary
- Manage communication with all conference groups and departments organizing the conferences
- Communicate conference dates, needs, and other necessary information to the staff
- Manage check-ins and triage issues
- Collaborate with fellow coordinators, front desk staff, and prep crew regarding weekend shifts (i.e. FYE check-in, Football check-in, etc)
• Be on duty regarding the coordinator on-call pager for one to two weeks during the entire summer
• Manage summer.conferences@bc.edu email account
• Read through Welcome Center Log each morning to determine and resolve issues immediately
• Keep information sheet updated for the Welcome Center Desk regarding Summer Housing Dates in case of inquiry
• Use summer template for all signage
• Work with Finance Coordinator on any billing issues regarding conference participants
• Communicate well with staff, parents, students, and conference leaders
• Work closely with the RD of Welcome Center/Summer Camps/Conferences
• Update and maintain Summer Conference Coordinator Binder
• Manage the Front Desk Staff (alongside the Camp Coordinator)
  • Schedules/swaps – www.schedulefly.com
  • No-shows (may need to fill in at times)
  • Binders/Keys
  • Information dissemination
  • Large Check-ins
  • Hold monthly meetings with staff
• Other duties as assigned

Conference Coordinator Standard Hours:
• Monday through Friday from 9:00am – 5:00pm.
  • Lunches vary between 30 minutes to 1 hour in length; they are unpaid.
  • Attend Coordinator meetings each morning.
  • Receive 7 days unpaid Vacation Time to be submitted before June 7, 2016. No more than 2 staff members can be off at the same time.
  • Absolutely no overtime is allotted in this position

Transition Dates
• Transition 1 and Reunion Weekend: 5/12 – 5/31
• Transition 2: 6/20
• Transition 3: 8/1
• Move to Fall Placements: 8/19