



Internal/External	External
Position Title	Director of Conferences and Event Services **Extended Deadline-7/15/22**
TTC Title and Code	Event Director (DS024)
FTE	100%
Position Information	Principal Work Location: UW-Stevens Point Main Campus, Dreyfus University Center <u>Supervisor</u> : Al Thompson, Vice Chancellor for Student Affairs
Department	Conference and Event Services
University Description	Through the discovery and dissemination of knowledge, UW-Stevens Point stimulates intellectual growth, provides a liberal education, and prepares students for a diverse sustainable world. The university is committed to creating a safe, inclusive learning community for all faculty and staff from a variety of backgrounds. Visit www.joinuwsp.org for more information about UW-Stevens Point. To learn about the Stevens Point (aka Point) area fun, jobs, housing, education, quality of life, and bragging rights, visit www.EverythingPointsHere.com .
Position Summary	The Director of Conference and Event Services is responsible for the day-to-day operations and year-round logistical coordination of the University of Wisconsin – Stevens Point’s internal and external conferences and events. The individual has primary responsibility for directing external marketing and rental of facilities, as well as coordination of scheduling and logistics for both external and internal summer camps, conferences, workshops and events. This is a fulltime, 12-month position. The individual will actively market University of Wisconsin – Stevens Point’s facilities, securing future conference, events, and summer camp business. The Director of Conference and Event Services reports to the Vice Chancellor for Student Affairs. This position will also work closely with the Vice Chancellor for Business Affairs for revenue targets and strategic goals.
Required Qualifications	<ul style="list-style-type: none"> • Three (3) years of related experience in marketing, sales or event management or significant management or sales experience in conference and event management or hotel and resort management or equivalent
Preferred Qualifications	<ul style="list-style-type: none"> • Bachelor’s or higher degree in a field related to role • Ability to plan, initiate, and manage challenging logistical situations • Ability to work independently while maintaining excellent interaction and communication with diverse internal and external constituencies • Proven customer service/interpersonal/human relations skills • Experience with event management reservation software • Experience with scheduling software • Prior experience in marketing and event management in a higher education setting • General knowledge of contracts, requests for proposals, and prime vendor contracts
How To Apply	Please be sure to complete all required fields and include all required documents before submitting your application. To return to a draft application, click on the “My Activities” link at the top of the screen after logging in. Once you click on Submit Application, you will not be able to edit or attach any application materials. After submitting the application, you will receive an Application



	Confirmation email from the application system. Refer to the “How To Apply” document for more information.
Anticipated Appointment Date	August 15, 2022
Terms of Employment	<p>This is a limited position, exempt from the Fair Labor Standards Act. Limited appointees serve at the pleasure of the appointing authority and are subject to Chapter UWS 15, Wisconsin Administrative Code, Wisconsin Statutes, Sections. 36.17, and UW System UPG #3.</p> <p>UW Stevens Point provides a competitive benefits package including monthly premiums starting at \$32, deductibles starting at \$250, auto-enrollment in the Wisconsin Retirement System (pension) with employer contributions, and 17+ days of paid time off (PTO)*. Additional benefits and more information available on our Total Rewards page.</p>
Deadline	<p>To ensure consideration, completed online applications must be received by end of day, 11:59 pm, on July 15, 2022. However, screening may continue until the needs of the recruitment are met.</p> <p>Files must be complete to be considered. Submission in PDF format is preferred for all attachments. Please include the following documents:</p> <ul style="list-style-type: none"> - Cover letter addressing qualifications and experience - Resume - Contact information for three professional references
Required Materials	<p>(Official Transcripts may be required of finalist)</p>
Position Contact	<p>Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.</p> <p>For additional information regarding the position, please call or email: Kim Siclovan, Executive Staff Assistant Email: ksiclova@uwsp.edu Phone: 715-346-2481</p>
Human Resources Contact	<p>If you have any questions regarding the application process, need special arrangements, or if you submitted your application with missing materials, please call or email: Human Resources Email: human.resources@uwsp.edu Phone: 715-346-2606</p>
Special Notes	<p>The University of Wisconsin-Stevens Point is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. UW-Stevens Point values diversity and inclusion as supported by our mission, “Through the discovery, dissemination and application of knowledge, UW-Stevens Point fosters intellectual growth, provides a broad-based education, models community engagement and prepares students for success in a diverse and sustainable world.”</p> <p>Individuals with disabilities who need a reasonable accommodation during the application or interview process should contact Human Resources and Affirmative Action at 715-346-2606 or hr@uwsp.edu.</p> <p>The safety and success of students, faculty, and staff at the University of Wisconsin-Stevens Point is paramount. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an annual security report to all current and prospective students, faculty, and staff. You may obtain the complete report at https://www3.uwsp.edu/dos/clery/Pages/default.aspx</p> <p>The University of Wisconsin-Stevens Point will not reveal the identities of applicants who request confidentiality in writing, except the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).</p>



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An offer of employment will require a criminal background check and authorization to work within the United States as required by the Immigration Reform and Control Act of 1986.

*PTO offering prorated based on start date and hours worked.



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