CLASSIFICATION SUMMARY
THE GEORGE WASHINGTON UNIVERSITY

Title: Conference Coordinator

FLSA: Exempt
Code: 41W0
Grade: 14

BASIC FUNCTION AND RESPONSIBILITY
To participate in the development and administrative management of small to mid-size meetings, conferences and symposia organized through a centralized office of the University on behalf of internal departments and/or contracted client organizations affiliated with the University.

ENTRY-LEVEL QUALIFICATIONS
A Bachelor's degree, or an equivalent combination of training and experience is necessary.

Two years of experience within a business environment that involved the coordination of operational and administrative activities for professional conferences/meetings is necessary.

Proficiency in the use of personal computers and input terminal equipment is necessary.

Excellent verbal and written communications skills are necessary.

The George Washington University is an Equal Opportunity/Affirmative Action Employer.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.