

Colorado Mountain College Position Description

Title: Campus Community-Use Coordinator
Location: Steamboat
FLSA Classification: Non exempt
Hiring Salary Range: \$38,964 – \$43,293 (\$18.73- \$20.80 per hour)

Primary Responsibility

Under the supervision of the Vice President and Campus Dean of the Steamboat Campus, the Campus Community-Use Coordinator with as a goal of maximizing the campus' room usage to enhance community connections and strengthen strategic partnerships utilizing the Steamboat campus.

The position will actively encourage community members to utilize CMC Steamboat's rooms for meetings, events and dining and serve as a point of contact for all bookings, facility use and rental agreements and other special needs. S/he will set up and maintain room usage database to strategically block off time for student activities, conferences, student recruitment activities and special events (Neas Family Dining Room limited to one event per semester and one per summer month) and communicate regularly with campus leadership and key internal departments regarding room usage and special needs. The position will intersect with all appropriate internal departments for scheduling, preparation and execution of community use activity on campus and provide summer conference coordination

Pre-requisites for Position (Qualifications Standards)

Education and experience necessary to meet the rigors of the position, for example, a Bachelor's Degree and three years related experience, or equivalent combination of education and experience.

Degree in a related field and experience in public employment and/or education preferred.

Knowledge of generally use of technology including experience with standard Microsoft Office software, particularly Excel. : Ability to relate well and work effectively with multiple constituencies and audiences. Excellent verbal and written skills. Knowledge of office systems: MS-Office preferred. A team player committed to developing and working within a collaborative environment and to ensuring the highest customer service orientation.

Ability to: read, write, speak and understand English well; read and interpret regulations accurately. Ability to follow directions and complete tasks timely and accurately, and be able to accept supervisory input and constructive criticism. Ability to work in a high-paced environment and manage stress with work under pressure, while multitasking when meeting deadlines. Dedicated commitment to providing exceptional customer service, seeking opportunities for efficiencies, and dedicated to the mission of the College.

Applicants must demonstrate a commitment to working in a culturally competent environment and the ability to effectively work with students, employees, and community members having diverse backgrounds.

Bilingual (English/Spanish) or conversational language abilities are preferred.

Essential Duties

- Support the campus in planning and coordinating meetings, conferences, seminars, demonstrations, tours, and formal visits on the campus; handle all shift problems and deviation in accordance with established instructions, priorities, commitments and departmental goals.
- Coordinate logistical details for meetings and events which include, but not limited to, client walkthroughs, on-site support, room setups, catering coordination, audio visual services, parking/transportation, internet access, reception and tours etc.
- Review requirements and make recommendations for planning for proposed event arrangements; identify and notify supervisor of scheduling conflicts, and provide recommendations on the various aspects associated with visits, conferences, seminars, or meetings.
- Manage space requests and event reservations; scheduling space and respond to all inquiries in a timely manner. He/she will provide informational data sheets and/or briefings to keep supervisor up-to-date.; prepare routine reports and collect and analyze data on space reservations and utilization.
- Provide general building oversight which includes opening and closing the facility, inspecting space for damages and cleanliness, and assisting with upkeep and organization of inventory.
- Report and resolve problems within the campus facility including but not limited to emergencies, incidents, customer and building needs while following proper action and/or reporting protocols.
- Use appropriate offices to register lodging, catering, maintain regulations, directives and pertinent information on visitor(s) protocol, to include local requirements and guidance.
- Conduct hourly rounds to monitor building usage, secure areas not in use, check condition of the facility and check in with student employees on duty.
- Supervise student staff on duty during their shifts; assist in the hiring, training, evaluation of staff and inform supervisor of any changes that would affect visitor(s) control.
- Provide support to special projects, initiatives and events as needed; serve as point of contact for planned visitors.
- Provide primary support for prospect/donor events in Steamboat.
- Set-up and execution of campus facility-use database each semester (once class schedule has been finalized).

- Timely and collaborative communication (while booking and through weekly comprehensive updates) with Steamboat faculty and staff, ensuring room conflicts are addressed proactively prior to booking and alternate arrangements made.
- Responsive, friendly interaction with community members and high-attention to detail for all inquiries and bookings.
- Summer Conference Coordination:
 - Coordinate activity space, staffing and operations
 - Ensure safety and security of students and facilities during activities/special events
 - Monitor budgets
 - Contract negotiation and preparation plus budget and billing management with summer conferencing
 - Develop and provide publicity
- Other duties as assigned by supervisor.

Supervision Received

Position requires minimal supervision and only requires guidance of critical projects

Supervisory Responsibility

Position is responsible for serving as a lead worker for others in the department

Job Complexity

Position works within general guidelines and determines how work is performed

Decision Making and Impact

Decisions impact the position and may impact others in the department.

Special Conditions of Employment

Successful completion of a background check will be required as well as motor vehicles records report. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned. Will require travel within the College district/service area, altered work schedules with evenings and/or weekend hours.

Working Conditions

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 25 lbs; ordinary talking, hearing and full vision capabilities; and the ability to read/comprehend. Write, communicate orally, and reason and analyze constantly; and perform calculations occasionally. Work is performed using a computer and standard office equipment daily, and driving a vehicle occasionally.

HR Reference Information:	
Position group and code:	541000
Date of review:	06.25.2019

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NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.