

The University of Chicago

Senior Associate Director, Convocations – Requisition 083550

General Summary:

Bear primary responsibility for coordinating the University's annual Convocations. Manage client relationships at the very highest levels of University administration as well as with local vendors and contractors. Work closely with internal and external partners to develop and manage event budgets. Lead a team of event coordinators as Project Manager in delivering exceptional Convocation experiences. Provide onsite logistical support for events. Monitor invoices, arrange for payments, and debrief clients including post-event analysis and reporting. Partner with the Director in the formation of and adherence to office and event policies and procedures. Serve on staff interview panels as requested.

Qualifications:

Bachelor's degree or higher required; planner certification (CMP, CMM, CSEP or equivalent) or project management certification (PMP, PgMP or equivalent) required within two years of hire; a minimum of four years of progressively responsible professional event planning experience required; a minimum of one year of project management experience required; previous staff management experience preferred; experience developing and monitoring budgets preferred; demonstrated skill and knowledge of, or ability to learn quickly, the internal workings of the University as well as the technology tools available to the Office of Alumni Relations and Development, including Griffin (the University's Donor Relationship Management System), a Microsoft Windows computer environment, Microsoft Outlook, Word, Excel, PowerPoint, and Access required.

For more information and to apply:

<http://tr.im/convo2009>

To be considered, all job seekers must meet the requirements and apply online.

The University of Chicago is an Affirmative Action / Equal Opportunity Employer.