

**EMORY**  
RESIDENCE LIFE & HOUSING  
*A Division of Campus Life*

**Residence Hall Director Fellowship**

**Office of University Conferences**

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**Description of Position:**

The function of the Conference Fellow is to assist the Director of University Conferences in serving the University community—deans, faculty, administrators, department heads and students in preparing for conferences, conventions, seminars and special events taking place on Emory's campus. This position also assists in serving the outreach and marketing goals of Emory's Conference Office to the local, regional, national and international community in bringing programs to our campus. There is a large role in public relations not only within the housing operation, but on behalf of the entire University.

**Responsibilities:**

- Supervise scheduling, daily work schedules, training and development of 24 full-time seasonal employees.
- Prepare for and conduct weekly meetings with the managers and the assistants during months of employment.
- Prepare advertising, screen applications, interview, select and train all seasonal staff.
- Assist the Director of University Conferences in evaluating policy on a yearly basis in staffing patterns, areas of responsibility, expenditure of funds, revenue development and cash handling (over 2 million dollars), levels of involvement, placements of conferences in halls, services provided, sponsorship responsibilities, data collection and marketing options.
- Assists the Director of University Conferences in developing marketing brochures and other informational flyers to send to potential clients, and provide to all guests that come to campus for a conference (over 7000 annually).
- Follow up on phone calls to our office regarding the possibility of hosting a conference/convention/seminar/special event on campus, and conducting the necessary research to respond to client questions and concerns.
- Serve as a public relations ambassador for Emory to all guests of the University.
- Participate in all required programs and events including division staff meetings, leadership retreats and programs in support of the mission of the Division of Campus Life.
- Assists the Director of University Conferences in developing relationships with local companies to provide necessary support services for conference programs, including transportation systems, AV companies, area caterers, equipment rental services, etc.

- React to emergencies and crises on a 24-hour basis (carrying a pager) during the summer conference season, and at other times as necessary.
- Coordinate with other departments to present a package of services to potential conference clients, conducting tours of campus as necessary.
- Maintain and update the Office of University Conferences website and publications.

**Reportability:**

The Conferences fellow reports directly to the Director of University Conferences.

**Qualifications Desired:**

- Graduate of Emory University
- Ability to work summer following fellowship for an additional stipend
- Team player with strong interpersonal skills
- Excellent customer service
- Ability to lead a team
- Aptitude for learning new computer programs (conference programmer and r25)
- Self- starter who can work on projects autonomously

**Terms of Employment:**

The University Conferences fellowship will begin the day after Labor Day. The fellow will be expected to work 20 hours/week at his/her designated fellowship, and 20 hours/week for the duties assigned as a RHD.

**Emory University is an Equal Opportunity Affirmative Action Employer.**