

JOIN OUR TEAM

We're hiring a **SENIOR SUMMER HOUSING COORDINATOR**, who will strategically lead and supervise our growing summer housing and conference business.

POSITION OVERVIEW

The Senior Summer Housing Coordinator provides strategic oversight and management of our non-academic Summer Housing program. Each summer, this position supports 80+ overnight conferences, camps, intern programs and events, which generate over \$800,000 in gross annual revenue for the University. The Coordinator oversees a team of professional and student staff. This position will work directly with clients to ensure contracts, liability insurance and payments are accurate and on time. The Coordinator will also be responsible for accurate billing for facility use, and other services rendered. This position will work closely with the Assistant Director to develop marketing goals and review income/expense activities. While this job largely has regular administrative hours, early mornings, nights and weekend hours will be required more often during the pre/post-summer preparation and applicants should expect the summer season (end of May through mid-August) will require more work schedule flexibility.

APPLICANT QUALIFICATIONS

- > Bachelor's degree in related field and two to four years' experience to include supervision, project and resource coordination, process improvement, and budget management experience
- > Effective interpersonal, organizational, communication and analytical skills
- > Experience coordinating multiple projects at various stages of development
- > Ability to demonstrate an ongoing commitment to workplace diversity, sustainability, safety, and delivering exceptional value and great experience to clients
- > Knowledge of UVM facilities highly desirable
- > Experience within Higher Education in either Residential Life or Conference & Events services desirable
- > Knowledge of job-related software (ex. Event Management Software, Conference Programmer or other housing software) highly desirable

VISIT UVMJOBS.COM (POSITION #S2297PO) TO LEARN MORE & APPLY

The University of Vermont is an Equal Opportunity/Affirmative Action Employer. Applications from women, veterans and people from diverse racial, ethnic, and cultural backgrounds are encouraged



THE UNIVERSITY OF VERMONT
EVENT SERVICES



UVMevents
uvm.edu/eventservices