Clerk IV: Undergraduate Research Conference Coordinator and Administrative Support

This position takes the lead in planning and organizing the statewide Undergraduate Research Conference, which takes place annually at the end of April. Other duties include human resources and budgetary administrative support, and coordination with Unit Directors and Drupal content editing for annual updating of CHC website.

Indirect supervision is provided by the Executive Director. Functional supervision of conference-related responsibilities provided by Associate Dean and the Director of Student Programs; direct day-to-day supervision of other administrative functions, including human resources and budget, provided by Director of Administration & Finance.

DUTIES AND RESPONSIBILITIES:

Annual Undergraduate Research Conference

Serve as coordinator of annual Massachusetts Statewide Conference on Undergraduate Research held each spring:

- Liaise with twenty-eight campus contacts at the other public institutions of higher education in the state, and with UMass Amherst faculty to facilitate the Abstract review process between students and their faculty sponsors.

- Engage with CHC Communications staff to promote and publicize the event (including poster designs, social media plan, abstract writing workshop, news releases, and signage).

- Manage the Conference Website and Online Database; monitor the online application/abstract submission process, and work directly with IT staff, students, and faculty regarding related inquiries and problems.

- Organize presentation scheduling for approximately 800 individual and group presentations of various types (oral, poster, e-posters) involving 1,200 students.

- Communicate with all conference constituents including prominent keynote speaker, state legislators, Department of Higher Education, state university and community college Presidents and Vice Presidents, Chancellor, Provost, deans and department heads, as well as faculty and students across the state.
• Make and confirm all appropriate arrangements of equipment and space; coordinate with Conference Services about space reservations, facility needs and set up, AV requirements, and catering arrangements; coordinate with outside vendors regarding traditional poster boards and e-poster reservations, pricing, layout, etc.

• Hire, train and supervise the undergraduate student Conference Assistant.

• Oversee recruitment of staff, faculty members and graduate students to assist on the day of the conference.

• Interface with graphic designer to create conference publication for use on day of event.

• Proactively handle any arising issues and troubleshoot any emerging problems on the event day.

• Design and administer an evaluation following the conference, and report on outcomes.

**HR & Budgetary Administrative Support**

• **Human Resources:** Assist with processing confidential human resource paperwork, including use of electronic systems such as E-sign and E-PAF systems; maintain college’s human resources records including HR log, electronic and paper files; assist with new employee onboarding processes including coordinating with units involved such as CHC IT, CHC Building Coordinator, UMass HR, UMass Physical Plant; update and maintain CHC employee handbook; semestrial requests of contact information for HR & accounting personnel in academic departments of other UMass colleges and maintenance of database records for online CHC fellowships and grants system; run periodic HR reports from PeopleSoft.

• **Budget & Finance:** Analyze budgetary trends by account, category and/or DeptID of CHC budgetary units; run periodic budgetary reports from Summit; provide a range of administrative support including creating and updating fillable PDF forms and Excel spreadsheets.

• Respond to inquiries from faculty, staff, and other department contacts concerning administrative processes.

• Attend trainings and meetings as requested.

**Website Support**

• Coordination of annual website update: gather content updates from Unit Directors or their designees, update content on website sections that are not directly controlled by IT, Communications, or designated staff; summarize informational changes and disseminate to all Unit Directors.

Perform other related duties as assigned
QUALIFICATIONS REQUIRED

- Excellent organizational skills and attention to detail; ability to prioritize and balance work tasks with deadlines in a demanding environment
- Excellent problem solving and communication skills (both written and verbal)
- Previous experience organizing and managing major events (especially complex in scope)
- Excellent computer skills including thorough knowledge of Microsoft Word, Excel, Access, and Adobe Acrobat Pro
  - Experience and familiarity with computerized data bases and web-based applications.
  - Ability to manipulate information provided in comma delimited or Excel form.
- Ability to work accurately with information and data
- Ability to maintain confidentiality of human resource information
- Knowledge of office practices, procedures and equipment
- Ability to assess work priorities, and to communicate clearly and courteously with supervisors and other staff
- Capability of working successfully with a diverse population including faculty, academic and non-academic professional and classified staff, administrators, students, and the general public
- Ability to work on multiple tasks within the several functioning areas

QUALIFICATIONS ACQUIRED ON JOB

- Ability to utilize the PeopleSoft system for looking up and/or processing financial and human resource information
- Ability to run complicated mail merges with attention to detail, using a variety of data sources (Excel, Access, as well as Word)
- Facility with website Drupal content management system

MINIMUM ENTRANCE REQUIREMENTS

- High school diploma
- Minimum of 3 years office experience
- Previous experience organizing and managing major events

Some college preferred