

Manager 3

SOGA and Special Conferences

- Coordinates all preparation Special Olympics of Georgia, and various other special conferences, to ensure a successful program for the conferences' guests. General description of conference responsibilities are listed under the [Conference Assistant job description](#).

Keys, Meeting Space, Audio/Visual, Equipment Rental

- Maintains working knowledge of all meeting space, audio/visual, and equipment rental vendors, policies, reservation procedures, and billing protocols
- Coordinates all meeting space requests from conference groups, and reserves appropriate venues
- Manage Administrator responsibilities for residential 25Live reservations
- Coordinates all audio/visual requests from conference groups, and reserves appropriate services
- Coordinates all equipment rental requests from conference groups, and reserves appropriately, including set-ups and break-downs
- Ensures compliance with Emory University Network Communications and Information Technology Division policies
- Coordinates all guest voicemail and computer lab needs
- With Conference Fellows, schedules shifts to ensure proper personnel for all set-ups and break-downs
- Maintains inventory of audio/visual equipment, tables, chairs, trashcans, trashcan liners, and coolers
- Possesses knowledge of proper use of all equipment that University Conferences owns or rents from vendors
- Schedules and coordinates use of all residential meeting space by both internal and external groups during the conference season
- Compiles and distribute all bills for meeting space, audio/visual services, equipment rental, and technology needs
- Maintains entire key inventory. Maintains and updates key logs (paper and electronic) on a consistent basis
- Monitors and ensures cleanliness of key cabinet located in the Raoul Hall front office
- Reports any lost keys (both room keys and building keys) to the appropriate Conference Assistants so that they can bill conference groups as needed
- Notifies Campus Services Lock Shop of all needed lock changes
- Reports all key concerns to Conference Assistants, Conference Fellows, and Directors
- Compiles and distributes all bills for keys

- Any additional duties relating to keys, meeting space, audio/visual services, equipment rental, and technology needs

Vendors:

- SOGA
- CST Media
- Classroom Technologies
- Campus Services
- Meeting Services Office
- Registrar's Office
- Information Technology Division
- Network Communications
- Emory Facilities Management Lock Shop