

Assistant Director – Conferences and Event Services University of South Carolina - Columbia

The University of South Carolina – Columbia seeks qualified candidates for the Assistant Director of Conferences and Event Services position. This important position provides leadership for our conference and event services for the department of housing on a growing, vibrant campus.

The University of South Carolina-Columbia is the Flagship University for the State and joins seven regional campuses to make up the USC System serving over 40,000 students. Located in the state capital, the Columbia metropolitan area has approximately 500,000 residents and a variety of recreational and entertainment opportunities, plus it is less than a two hour drive to the mountains or the coast.

Under limited supervision, the Assistant Director of Conference and Event Services position is responsible for management and execution of multifaceted conferences and events with on and off-campus clientele, and with high level national organizations. The position is directly responsible for developing marketing initiatives to recruit new business opportunities for use of campus facilities (i.e., residence hall rooms, meeting rooms, and banquet space), as well as the responsibility for researching events to determine if the vision, mission, and goals of the university are supported.

The candidates we seek will have a bachelor's degree and five (5) years relevant program experience (or preferred, a master's degree in a related field and a minimum three (3) years of experience with the types of programs mentioned above or experience closely related). The assistant director will report to the Director of Administration for University Housing, joining a team of client-centered educators focused on excellent service.

To apply for this position, you will need to complete an official USC application. Go to <http://uscjobs.sc.edu> and click on "Search Postings." Enter requisition 003635 and click search, then click "view" under the position title to view the full position description. To apply, click on "apply for this posting" and follow the instructions for creating an application. After you complete the security question – hit save. Continue the steps to complete the official USC application, and you will be required to attach a cover letter, resume, and references to the application. If you have any questions or concerns about the process, please contact the Employment Office at 803-777-3821.

**University Housing is actively seeking to diversify its staff.
USC is an Equal Opportunity, Affirmative Action Employer.**