

**Boston University** Events & Conferences

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Wednesday, February 08, 2017

To: Dynamic and Interested Job Seekers

From: Shane Cutler  
General Manager  
Events & Conferences at Boston University

RE: Job Openings in Events & Conferences

Events & Conferences at Boston University has two exciting job openings:

- Conference Housing Manager
- Registration & Technology Manager

Enclosed are details regarding each position and how to apply. Please share with anyone who may be interested in full-time employment and wish to join an exciting, entrepreneurial atmosphere of a dynamic department.

For further information on these positions, or to apply with electronic application, resume, cover letter and references, please visit Boston University's Human Resources website:

<https://bu.silkroad.com/epostings/>

For any questions on applying, please contact Human Resources: 617-353-2380.

**Boston University is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. We are a VEVRAA Federal Contractor.**

If anyone has any specific questions about the positions, feel free to let me know. Thanks in advance for your help in sharing these job announcements with potential candidates.

A handwritten signature in black ink that reads "Shane C. Cutler".

**Shane Cutler**  
General Manager  
Events & Conferences  
[www.meetatbu.com](http://www.meetatbu.com)

**Conference Housing Manager**  
**Events & Conferences**  
**Boston University**  
[www.meetatbu.com](http://www.meetatbu.com)

**Duties:**

Support all aspects of the Summer Conference Housing operation with a focus on logistics, technology, and client management. This operation is responsible for more than 100 programs annually and generates over \$3.5M in revenue for the University. During the season, the Conference Housing Manager will work closely with the Assistant Director of Conference Housing on day-to-day management of the operation. This operation runs 24 hours a day, 7 days a week from mid-May through late August. At times, the position will be the main point of contact when the Assistant Director is unavailable and will also be expected to be on-call throughout the season. During the off-season, this position will work with clients to market and book programming and with University departments and external vendors to prepare for the upcoming season. The Conference Housing Manager will also recruit, train and supervise a team of student employees responsible for executing client programming.

**Required:**

Bachelor's Degree with 4-6 years of experience. Must demonstrate: an ability to manage and prioritize multiple projects independently, attention to detail, excellent organizational, time management, customer service skills, strong command of Microsoft Office with an emphasis on Excel as well as general knowledge of computer software, online communication tools to oversee technology needs of the operation, a valid driver's license and the ability to work nights and weekends.

**Preferred:**

Knowledge of Boston University and/or other collegiate, local, and national conference/event services and facilities.

**To Apply:**

Visit <https://bu.silkroad.com/epostings/> search for position with tracking code: **4259/B0317**

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**Registration & Technology Manager**  
**Events & Conferences**  
**Boston University**  
[www.meetatbu.com](http://www.meetatbu.com)

**Duties:**

Manage the Registration & Technology Services unit within Events & Conferences. This unit is responsible for the custom design of conference/event registration sites, conference/event websites and sites for individual conference housing reservations. Registration & Technology Services is targeted as an integral area to generate new incremental revenue growth in Events & Conferences and will be expected to build and maintain between 75 to 100 sites annually and generate \$3M to \$5M in registration and housing income for both Boston University and the clients we serve. The position manages the Registration & Technology Services process from beginning to completion, including: consults directly with both internal and external Events & Conferences clients to determine their event registration and website needs; incorporates clients' brands into the event registration and website presentation; develops and provides registration and website services cost estimates; builds the event registration sites for clients; manages all registration on-site support; hires, trains and supervises support staff to ensure accuracy and exceptional client service is provided; works with the Finance area on financial reconciliations of client payments and refunds; and collaborates with Marketing & Sales on technology-based marketing projects.

**Required:**

Bachelor's Degree with 4-6 years of experience. Must demonstrate: exceptional judgment, initiative, time management skills, the ability to produce high-quality work reflecting attention to detail and accuracy, tactful communication skills, superior training skills, expertise with software system administration, web design, financial management, a high level of professionalism with a focus on customer service as this position will have constant interaction with all segments of the University community as well as external clients and conference attendees, previous supervisory experience, a valid driver's license and the ability to work nights and weekends.

**Preferred:**

Knowledge of Boston University and/or other collegiate, local, and national conference/event services and facilities.

**To Apply:**

Visit <https://bu.silkroad.com/epostings/> and search for position with tracking code: **4273/B0817**

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