

Job Posting: Conference Management Intern, State Conference, Florida Technology Student Association

Job Type: Part Time, Internship

Contract Scope: 2019 FL TSA State Conference

Job Responsibilities

- Responsible for onsite event set up and organization of conference management room
- Assist with onsite conference registration and resolve registration issues
- Attend pre-conference planning meeting with hotel staff (morning of event)
- Communicate with FL TSA Staff and hotel management to ensure flawless execution
- Support event coordinators with locating pre-purchased supplies onsite for each event
- Attend entire FL TSA state conference and work in conference management room
- Assist with loading and unloading conference supplies from truck
- Coordinate logistics of materials from conference management to assigned room
- Direct competitive event questions to assigned coordinator
- Clean up conference management room
- Communicate unexpected schedule changes to judge manager
- Timely communication with Conference Manager and Executive Director

Skills

- Superior organizational skills
- Experience with Microsoft Office Applications
- Effective oral and written communication
- Positive team oriented attitude
- Experience with meeting deadlines on budget
- Ability to manage multiple tasks

Additional Items

- College Senior or Graduate Student wanting work experience in Conference Management
- Prior experience with TSA is preferred
- Responsibilities may include pre-conference data management with scheduling software that would be provided

Reports to Florida TSA Executive Director

Apply by sending resume and letter of intent to Justin Lauer, FL TSA Executive Director

TSA@JustinLauer.net