

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

Job Type: Part Time, Internship

Contract Scope: 2018 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

Requirements

- College Senior or Graduate Student wanting work experience in Conference Management
- Florida TSA alumni and former TSA student member

Reports to Florida TSA Executive Director

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

TSA@JustinLauer.net