



UNIVERSITY OF DALLAS

Assistant to the DMC Director(Part-Time)

Job Number: 5453UD

Neuhoff School of Ministry

Date Posted: August 24, 2018

WHO WE ARE

The University of Dallas is a private university that leads in academics and has been consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the top 10 Catholic colleges in the West and Forbes' Best Value Colleges. We thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

JOB DESCRIPTION

Assist the Director of the Dallas Ministry Conference in all assigned activities with day to day operations involving planning and preparation to support the overall goals of the Dallas Ministry Conference. This role will be primarily responsible for assisting with communication to speakers and exhibitors.

PRIMARY RESPONSIBILITIES

- Maintain efficient record-keeping in all applicable systems, including databases and assist exhibitors, sponsors, and speakers with registration.
- Perform a variety of bookkeeping functions related to conference budget development and monitoring, account reconciliation, purchasing, billing, processing and filing.
- Assist with preparing reports, forms, documents etc. from rough drafts at the request of the supervisor.
- Assist with communication to speakers, sponsors, and exhibitors of the Dallas Ministry Conference.
- Answer requests for information from vendors, speakers and attendees which may include researching, analyzing, and summarizing data from files/records.
- Manages all meeting details such as room reservations, preparing agendas, securing necessary IT equipment, initializing presentations, catering, and attendee updates.

MINIMUM REQUIREMENTS

- 2 years office experience required
- Bilingual –English/Spanish required
- Some college preferred
- Database experience preferred



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ADDITIONAL INFORMATION

Occasional travel requirements, irregular work hours (nights or weekends) a few times per year, driver's license and favorable driving record required

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; free tuition for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

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