Job Description – Science & Society Staff Specialist

**Job Title:** Staff Specialist

**Job Code:** 0083

**FLSA:** Non-exempt

**Job Level:** 9

**Occupational Summary**

Assist with management and coordination of events, including the S&S Conversations program and other S&S events.

**Work Performed**

Coordinate planning, management and implementation of 2-3 faculty/student dinner events per week for the S&S Conversations program during the academic year. Support events for other S&S programs, especially Dialogues, Faculty Governance, RIM, Huang, and SciPol.

Coordinate faculty scheduling for Conversations. Adapt faculty scheduling systems from existing programs, where possible, to provide a smooth and seamless experience for faculty to host events.

Promote the Conversations program and specific events. Leverage existing systems for student sign ups and RSVPs for Conversations and other S&S events.

Recruit and train volunteers from the MA Bioethics & Science Policy program to support Conversations events. Coordinate and lead training for new student volunteers. Supervise student volunteers in support of Conversation events.

Develop a network of providers for catering for Conversations, SciPol workshops/events, summer S&S events, Faculty Governance meetings, Diaglogues, and other S&S events as appropriate. Order food and materials for all Conversations, SciPol workshops/events, and other S&S events, as appropriate. Track and review orders and manage all aspects of the events.

Manage event related activities including billing, payment of vendor invoices, dispute resolution with clients and vendors, written pre-event confirmation of vendor services and scheduling. Process expense reports and reconcile financial accounts for event-related expenses.

Survey, track and report Conversations program results and make adjustments to ensure appropriate resources are secured for successful implementation of events.

Perform related duties as assigned or required to meet University, division and departmental goals and objectives.

**Required Qualifications at this Level**

**Education/Training:**

Work requires communications, analytical and organizational skills generally acquired through completion of a bachelor's degree program.

**Experience:**

Work requires one year of experience in the arts, special events, conference planning, student activities or a related field.