



**APPLICATION PROCESS FOR  
MEETING PLANNING SPECIALIST  
POSITION**

Applicants and nominees for the Meeting Planning Specialist position with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) should submit a letter of application, a current résumé, and a list of three (3) references to:

Ms. Kisha Berger  
Coordinator of Human Resources  
SACSCOC  
1866 Southern Lane  
Decatur, GA 30033-4097  
[kberger@sacscoc.org](mailto:kberger@sacscoc.org)

Applications may be submitted via U.S. Mail or electronically, and must be received in the SACSCOC office by **Friday, January 28, 2022, at 4:30 p.m. (ET)**. The Specialist will need to reside in the Atlanta/suburban area.

Questions regarding the process should be directed to Kisha Berger at [kberger@sacscoc.org](mailto:kberger@sacscoc.org).

Southern Association of Colleges and Schools  
COMMISSION ON COLLEGES  
**MEETING PLANNING SPECIALIST**

#### GENERAL DESCRIPTION

The Meeting Planning Specialist in the Office of Professional Development and Meetings is responsible for assisting in the planning and execution of key logistical components of SACSCOC's Annual Meeting, Summer Institute, and other activities as assigned. The Specialist reports to the Director of Professional Development and Meetings.

#### SPECIFIC DUTIES

The following duties are illustrative of responsibilities assigned to this position, including, but not limited to, the following:

- Designs meeting room layouts to accommodate session needs and assess best fit for conference sessions and activities;
- Develops and maintains meeting room assignments for all conference sessions and activities;
- Manages communication and assignment of meeting rooms for affiliate groups participating in the Annual Meeting;
- Works closely with Director to schedule all conference sessions and activities;
- Manages all aspects of the procurement and delivery of audiovisual services for the conferences, including development of the run of show for each conference;
- Assists the Director with the identification and selection of key conference vendors;
- Manages the Annual Meeting Resource Room by collecting, organizing, and maintaining institutional reports;
- Works closely with Director to develop the conference work schedules for staff;
- Recruits and manages conference workers assisting with conference activities;
- Coordinates the development of conference surveys, the distribution of survey forms, and the acquisition of compiled feedback;
- Prepares correspondence, documentation, reports, and presentation materials;

- Other duties as assigned.

#### KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Knowledge of correct and precise English, spelling, punctuation, and grammar;  
Expertise and experience with contemporary office practices and procedures;  
Knowledge of common meeting room layouts;  
Knowledge of basic audiovisual equipment and services for meetings;  
Proficient with programs in Microsoft Office;  
Proficient with software programs to design meeting room layouts and develop surveys;  
Ability to work with limited supervision to meet office deadlines;  
Strong organizational skills and ability to prioritize work;  
Interpret and apply policies and procedures related to assigned activities;  
Ability to work with outside vendors, as necessary, and make appropriate selections in keeping with assigned responsibilities;  
Strong written and verbal communication and interpersonal skills;  
Customer-friendly and customer-focused attitude when interacting with others.

#### MINIMUM EDUCATION AND EXPERIENCE

An earned Bachelor's degree from an accredited institution with at least three years' experience in event management or project management; meeting planning experience preferred. Experience with Microsoft Office is required.

FLSA Status: Exempt

Terms of Employment: Full-time

01/04/2022