



Conference Services Staff Structure

Conference Services Leadership Team

Assistant Director, Facilities Administration & Conference Services

The Assistant Director of Facilities Administration & Conference Services is the overall supervisor of the program. This person is present in the entire process, from initial contact with clients to collecting any outstanding bills.

Program Coordinator

The Program Coordinator is a year-round, full-time staff member who will assist the AD with the coordination of scheduling, pre-planning, and conference logistics that includes but not limited to preparation for building transitions, verification meetings, equipment needs, and cost analysis of event to ensure all items needed prior to arrival are disseminated appropriately.

Conference Coordinator

The Conference Coordinator is a summer only (May – August), staff member who will be assigned specific groups/camps as the main point of contact. Conference Coordinators are responsible for coordinating all logistics (pre-arrival, during, and post departure) in collaboration with client.

Student Staff Team

Conference Assistants

Conference Assistant will demonstrate an investment in the overall service the front desk provides to each conference guest. The CAs are in essence the "face" of Conference Services, managing many day-to-day functions that are crucial to the success of camps and conferences.

Night Staff

Night Staff are responsible for maintaining safety and security in the buildings between the hours of 11pm – 7am. They work closely with Conference Services staff and the Florida State University Police Department to address any safety concerns that occur in the halls.