

## **Administrative Coordinator Operation Descriptions**

### **Position 1**

#### **Dorm Management/Housekeeping/Linen**

- Assists Conference Coordinators (CCs) with preparation of blank Rooming List document
- Provides Updated/Current Blank Roster Document for CCs
- Arrange pre-camp, during & post-camp dorm cleaning plan
- Posts Emergency Contact Sheets throughout key areas in all dorms used
- Create and post Directional Signage within dorms(A Wing; First Floor)
- Inform CCs of location of “Boy/Girl” Bathroom Signage for posting
- Track Room/Floor Assignments for “Shared-Use” of dorms by multiple camps
- Submits Work Orders to JMU’s Work Control office via computer
- Creates Emergency Contact Process for Housekeeping & Maintenance Needs during business & non-business hours
- Prepares Check In/Out Guidelines & Supplies
  - Including: Key packets, rosters, walkthroughs, check-ins/outs
- Organizes Pre- & Post-Conference season dorm preparation (May/Aug)
- Creates Accurate Master & Copies of Dorm Diagrams
- Establish Dorm Opening & Closing Dates for Summer Conference Use
- Handles Key Box Preparation & proper handling of Key Boxes
- Maintains accurate Key Inventory-tracking lost keys & payment
- Coordinates Linen Operations for summer conference use
  - Establishes initial Linen Order & Delivery Plan
  - Sets up Delivery & Order Schedule with National Linen
  - Schedules & Supervises Linen Crew for linen placement
- Meet weekly with JMU ORL & FM-Housekeeping Staff
  - Update Housing Issues
  - Drop off/Pick up Key Replacements
  - Confirm Dorm Opening & Closing plans

### **Position 2**

#### **Billing**

- Assists in creation of Final Billing Summary for each camp/conference
- Audits conference files to confirm billing documentation is in file
- Reviews and verifies all billing summaries post-camp/conference
- Meets with each CC to inform/update on camp/conference billing needs

#### **UREC**

- Submits UREC requests, changes, and additions to UREC
- Handles all non-UREC recreational equipment Check Out/Return
- Updates UREC facility needs on EMS
- Meet weekly with UREC Service Provider
- Organizes Set Up information for Facility Use (not pertaining to pool)
- Inform CCs of how the UREC Request & Scheduling Process operates



- Provide an informational document on Individual Use procedures for distribution to adult conference or camp staff or participants

### **Office Management**

- Manages office front desk, Conference Services primary phone line, and greets visitors upon arrival, and distributes daily mail and messages
- Manages inventory check out for camp and staff equipment and resources
- Coordinates office organization and replenishes office supplies as needed
- Collects and logs Lost and Found Items, and works with Conference Coordinator to return lost items

### **Position 3**

#### **Parking**

- Arranges parking lot use for camps through JMU Parking-Special Events
- Submits parking pass request for each camp as needed
- Meet weekly with Parking Service Provider
- Educates CCs on ticketing issues

#### **Transportation**

- Makes reservations for transportation needs (JMU Vans & Shuttle Buses)
- Maintain Confirmations Binder of all Transportation Requests
- Organize and Label requests for accurate and efficient billing

#### **Signage**

- Coordinates with Conference Coordinators to place camp signage at correct locations around campus prior to camp arrival
- Place sign stands at designated locations around campus at start of summer conference season
- Remove sign stands at end of summer conference season
- Print and laminate new signs when needed
- Sign Coordinator must be able to lift up to 50 lbs.

#### **Info/Public Safety**

- Communicates with rest of campus including police through monthly information sheet.
- Meet weekly with Public Safety to discuss upcoming camps/conference arrival and facility use
- Create Emergency Contact Sheet for Dorm Posting
- Emails & Faxes Camp/Conference Itineraries out to campus contacts
- Responsible to communicate any changes to original itinerary to Campus Police & other University Info points of contact

Visit our JMU Conference Services website [www.jmu.edu/conferences](http://www.jmu.edu/conferences) for more information.

For questions or additional information, contact:

**Caroline Suddith**  
Coordinator of Conference Services  
**JMU Conference Services**  
ph: (540) 568-8939  
sudditcl@jmu.edu

Festival Conference and Student Center  
Room: 1100E MSC: 4206  
M-F: 8:00am – 5:00pm