

Job Level	Conference Assistant & Int'l Liaison	Technical Support I
Oversight Received	* Takes direct instruction from the CSU host of the conference. Will need to have in-depth knowledge of CSU processes to answer visitor questions, and be able to determine what information is needed for each individual.	<ul style="list-style-type: none"> • Works under close supervision. • Work is regularly checked.
Problem Solving	<ul style="list-style-type: none"> * Help organize and manage ISTP10, the International Symposium on Tropospheric Profiling * Perform tasks related to tracking and organizing registrations, as needed, such as filing, receipt management, and associated tasks 	<ul style="list-style-type: none"> • Refers to procedures, technical aids, co-workers, or supervisors to solve routine, well-defined problems.
Interaction/ Communication	* Maintain close communications via email/phone with visiting scholars, professors and other members of the CSU campus, make arrangements to the benefit of the conference	<ul style="list-style-type: none"> • Interaction is of a day-to-day nature, requiring a professional manner, customer services skills, common courtesy, and tact.
University Impact	* The successful candidate for the ISTP 10 Conference Secretary & International Liaison Officer position in the Department of Electrical & Computer Engineering will coordinate and assist in managing the upcoming ISTP10 conference in June 2017	<ul style="list-style-type: none"> • May be accountable delivery of own tasks within agreed time and quality standards.
Typical Education	* A bachelor's degree in a related field, or a successful completion of at least 90 hours of college credit with at least 6 months of relevant experience in conference/symposium event planning is required.	<ul style="list-style-type: none"> • Basic numeracy and literacy skills required. • Ability to understand instructions and follow procedures.