



STAFF VACANCY

Brescia University College (www.brescia.uwo.ca), a Catholic college affiliated with Western University, is Canada's only women's university providing a rich educational experience to over 1350 students. Brescia is currently seeking an experienced and dynamic individual to fill a position as:

MANAGER OF CONFERENCE SERVICES

(Permanent Full-Time, Salary Grade – under review)

Reporting to the Vice-Principal, Finance and Administration, the Manager of Conference Services provides entrepreneurial vision and direction to Brescia's conference services operations, ensuring the unit operates effectively and profitably. The Manager of Conference Services will promote opportunities to expand and improve existing business operations and will develop short and long term conference services business plans.

A post-secondary education in a related field (hospitality, hotel management, commerce, business, etc) with at least three to five years of hospitality/conference services and business development experience, preferably in an environment of similar scope and scale to Brescia's, is required. Your strong leadership and project management skills, along with solid supervisory and computer skills are critical to your success in this position. You are a detail-oriented individual with excellent communication, organizational and analytical skills and have the ability to prioritize and multi-task in order to meet firm deadlines in a busy environment. The ability to work within a team – demonstrating strong interpersonal skills, initiative, and accountability for individual responsibilities – are as essential as your strong work ethic and energetic and enthusiastic personality.

For a detailed description of the role please email brescia-positions@uwo.ca with your request.

Please submit a letter of application and resume by October 23, 2016 to:

**Brescia University College
c/o Human Resources
1285 Western Road
London, Ontario N6G 1H2**

Email: brescia-positions@uwo.ca

Brescia provides support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. Candidates requiring accommodation during the recruitment process are asked to contact Human Resources at ewhela@uwo.ca.