Definition of Class
This position is responsible for managing inventory by adjusting rate tiers to optimize room occupancy and revenue. The incumbent utilizes a property management system software to input and control reservations for high demand events (i.e. home football games and graduation ceremonies), clears reservations for high demand periods, develops and implements selling strategies, monitors the occupancy of competitor hotels and recommends changes based on findings, prepares forecasts to assist in scheduling, controls on-line reservations availability, adjusts rate tiers and length-of-stay requirements to reflect demand, and maintains relationships with area hotel representatives. This position reports to the General Manager.

Examples of Work Performed
Reviews STAR reports to determine competitor sales activity.

Stays abreast of competitor hotel sales bookings to assist with development of future sales strategies

Maintains relationships with area hotels and Visit Oxford.

Adjusts rate tiers and length-of-stay requirements to reflect demand.

Maintains donor and non-donor wait lists.

Clears reservations for high demand periods.

Communicates with room sponsors for demand time reservations and secures all necessary reservation documentation.

Charges pre-payment for high demand time reservations.

Monitors booking window to ensure no overbooking.

Ensures cancelled and vacant rooms are filled by contacting wait list guests.

Manages and controls online availability. Reviews blackout dates and determines if adjustments are needed.

Prepares and presents sales forecasts to assist departments in scheduling.

Utilizes Megasys and MegaLynx property management system software and Microsoft Excel spreadsheets.

Ensures the room availability is balanced daily.

Maintains room sponsor guest profiles and assists with input of room lists as needed.

Performs similar or related duties as assigned or required.
**Essential Functions**

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Manages inventory by adjusting rate tiers to optimize room occupancy and revenue to optimize room occupancy and revenue.

2. Inputs and controls reservations for high demand events.

3. Prepares and presents sales forecasts to assist in scheduling.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; talk and hear; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand and walk.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree from an accredited college or university.

**AND**

- **Experience:** One (1) year of experience related to the above described duties.

**Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev.10/12/2015

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