

# CENTER FOR TEACHING EXCELLENCE

Office of the Dean of Faculties and Associate Provost



October 27, 2016

The Texas A&M Center for Teaching Excellence is recruiting for a RPTS Undergraduate Student Intern for Spring 2017.

## **Internship details (400 hours or 20 hours per week; \$7.50 per hour pay)**

Assist with large and small events, including material preparation, on-site registration, set-up and tear-down, transport supplies, refreshment coordination: work with publicity, marketing, and social media; Knowledgeable of general event technology equipment (projectors, microphones, laptops, etc.); Tabulate and maintain event participation records; Use online registration program to set-up and maintain online event registrations; collect data; and write summary reports for events.

**Primary support** (mandatory for this position) for Texas A&M Wakonse South Conference: Teaching and Learning in Higher Education. Friday March 31<sup>st</sup> – Sunday evening April 2<sup>nd</sup>; 3-day off-site event; Venue - Canyon of the Eagles; All expenses paid. Student will be lead on faculty bus to and from venue (Friday afternoon and Sunday afternoon). Intern will be trained to run this large (80 participant) event, including participant customer service, all logistics, marketing before event, set-up of technical equipment (minimal experience needed), post event follow-up, inventory/budget, participant satisfaction during event, and minimal prep for 2018 event.

**Additional duties:** Office support; Assist with general clerical office duties: sorting mail, answering phones, maintaining files, running errands, etc.; Inventory and maintain list of all audio/video equipment for CTE; Order, receive, and maintain CTE supplies inventory; Train on TAMU and CTE programs, policies, and procedures.

**Qualifications:** Undergraduate Student Worker RPTS or RPTS Professional Event Manager Certificate. Commitment to excellence; Good leadership qualities: work autonomously or as team member, "can do" attitude; Strong organizational skills, attention to detail, and ability to multi-task; Excellent professional demeanor, discretion, and tact; Initiative and creativity to contribute to the successful operation of the Center; Dependability and exercise good judgment; Excellent oral and written communication skills.

Applicants must include a cover sheet: Send resume and cover sheet to Sherri MacWillie at [smacwillie@tamu.edu](mailto:smacwillie@tamu.edu). Job start date is no later than January 9<sup>th</sup>. Interested students may start during Fall 2016 semester should they prefer.

Respectfully,

*Sherri MacWillie*

## **Sherri MacWillie | Program Manager**

CTE Event Management | Marketing | Advancement  
Center for Teaching Excellence  
Office of the Dean of Faculties and Associate Provost  
Texas A&M University

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