

Career Center, Texas A&M University

Start Date:

As soon as possible, Dec 2016

Position:

Event Management Intern

Hours:

15+ Hours per week. Evening and weekend hours may be required. We will accommodate the candidates' schedules as best as possible. Actual hours may vary depending upon requirements of the program/event.

Compensation:

\$8.00/hour

Job Description:

The Event Management Intern will play an integral role in the planning and execution of Career Center programs, including the Sciences Career Fair, Liberal Arts Career Fair and Graduate and Professional School Day. In addition, the intern will assist in managing presentation and speaker requests and planned programs, providing assistance with logistics such as materials and space.

Qualifications:

The candidate must:

- Be able to work independently.
- Take active role within the Career Center, working with the teams responsible for creating detailed plans to execute events.
- Demonstrate skills in communication, critical thinking, organization and time management, and attention to detail.
- Work well under pressure, adhere to strict timelines, make decisions and contribute to the efficient execution of programs and events.
- Additional responsibilities will include, but are not limited to processing registrations and invoices, working with university staff to identify and reserve space, communication with vendors and event staff, and other duties as assigned.

Duties and Responsibilities:

- Planning, coordination, and management of Career Center events and programs, including the Sciences Career Fair, Liberal Arts Career Fair and Graduate and Professional School Day.
- Coordination with event partners and partner staff.
- Working with a team to plan and execute all logistics for events, including necessary paperwork and documents, food waivers, and vendor requests.
- Assist in coordinating speaker and presentation requests, including materials and space.
- Assist in recruiting volunteers for large events, particularly career fairs and programs.
- Day of event management.
- Other duties as assigned.

Required Education and/or Experience:

- Have complete at least one year of an undergraduate program.
- Proficient in Microsoft Office, including Excel.
- Event planning experience preferred.