

**Event Coordinator (Summer 2017-May 2018; 15-20 hours/week)**  
**International Student Services, Texas A&M University, College Station, TX**

International Student Services (ISS) is currently accepting applications for an Event Coordinator position. Both undergraduate and graduate students are welcome to apply. Please share this information with any students you know who may be interested. Detailed information about this position, including application instructions, can be found on the Jobs for Aggies webpage: <https://jobsforaggies.tamu.edu/>.

**ISS Event Coordinator**

- Jobs for Aggies Posting #23727
- Application Deadline: Sunday, April 9, 2017
- Start Date: As soon as possible
- Pay: \$9.00/hour
- ISS will be hiring 2 Event Coordinators from this applicant pool

**Job Description**

- The ISS Event Coordinator will assist with the preparation and implementation of events sponsored by International Student Services (ISS). Duties may include, but are not limited to, the following: providing program assistance, donation solicitation, data entry and management, revising existing documents and databases, drafting new documents, typing e-mails and letters, designing signs & promotional items, making phone calls, running on-campus errands, and day-of-event facilitation. In addition, the Event Coordinator regularly collaborates with ISS staff to improve event and program efficiency, maintains program supply inventory, arranges room reservations, and manages the ISS Facebook & Twitter accounts. The Event Coordinator will also serve as a liaison to student organizations, conduct research on products, events, and resources, and may have the opportunity to independently manage specific ISS events, programs, and projects.
- All ISS student employees assist with customer service responsibilities both over the phone and in person. There will be occasional commitments outside of normal business hours (8:00am to 5:00pm). ISS hosts multiple events prior to the Fall and Spring semesters. Attendance at these events is mandatory, as the ISS Event Coordinator will be highly involved in the planning and implementation of such events. Additional other duties as assigned.

**Qualifications**

- The ISS Event Coordinator must be currently working on an academic program at Texas A&M University and must be available to work during the Summer 2017, Fall 2017, **and** Spring 2018 terms. The ISS Event Coordinator must be available to work from August 14 – 25 and January 2 – 12 in order to assist with specific events during those timeframes. Applicants who are unavailable to work during the Summer 2017 term or during the specific dates listed in August or January will not be considered. Preference will be given to applicants available during the entire month of August 2017 and those who can commit to working after classes end in December through December 21, 2017 – the day prior to the official University winter break for staff.
- The ISS Event Coordinator must be dependable, organized, creative, efficient, and able to multi-task. Eligible candidates should have significant experience with Microsoft Office (including Word, Excel, Outlook, and PowerPoint), familiarity with social networking sites (i.e. Facebook, Twitter, etc.), and excellent written and oral communication skills. Preference will be given to

applicants who have significant event planning/implementation experience as well as those with proficiency in desktop publishing. Applicants must have experience using the Adobe Creative Suite and should highlight examples of how they have used it in the past. The ISS Event Coordinator should have cross-cultural communication experience and an expressed interest in working with and for international students.

- The ISS Event Coordinator is expected to work at least 20 hours per week, preferably more, during the Summer term. In addition, they are expected to work between 15 and 20 hours per week during the Fall and Spring semesters. The ISS Event Coordinator must have a cumulative grade point ratio (GPR) of 2.0 for undergraduate students, or a cumulative GPR of 3.0 for graduate students, after Spring 2017 grades have been posted in order to be eligible for the position. They must maintain a cumulative grade point ratio (GPR) of 2.0 (undergraduate) or 3.0 (graduate) during all semesters of employment.
- Applicants must be available to interview during the month of April. Preference will be given to applicants available to begin as soon as possible.

#### **Application Instructions**

- Please refer interested applicants to the Jobs for Aggies posting for detailed application instructions and additional information about this position.

Sincerely,  
Samantha Clement

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