

Program Coordinator Student Assistant

Instructional Technology Services (ITS) is seeking a motivated, solutions-oriented student assistant to help coordinate departmental and special events. See <http://its.tamu.edu> for more information about ITS.

The ideal candidate will be prepared to help with room and catering reservations, day-of event coordination, and logistics to provide support for Instructional Technology Services team members. The department will offer unique projects and opportunities to develop your event coordination skillset.

The ideal candidate has:

- Knowledge and experience with various types of events
- Strong promotional and informative communication skills
- Excellent communication skills in both small and large groups
- Ability to learn and communicate technical concepts to non-technical audiences
- Adaptability in learning complex workflows

The Program Coordinator Student Assistant can anticipate working 12-20 hours per week in the office.

Responsibilities:

- Assist with room and catering reservations
- Day-of event coordination of events like an open house or large conference
- Collaborate with ITS staff to create comprehensive, well-organized events
- Help plan and coordinate the annual Transformational Teaching & Learning Conference (<http://ttlc.tamu.edu>)
- Assist team members in daily office operations

Requirements:

- Positive demeanor and attitude
- Creative talent and ability
- Experience with writing and editing a plus
- Familiarity with design software (Adobe InDesign, Illustrator, Photoshop, Dreamweaver) a plus
- Strong attention to detail
- Self-starter with ability to complete work independently

Pay Rate:

\$9 per hour

Point of Contact:

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