

OFFICE OF THE VICE CHANCELLOR

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AgriLife Events Intern

Texas A&M AgriLife is a diverse organization with teaching, research, extension, laboratory and service facilities throughout Texas serving people of all ages and backgrounds. Members of Texas A&M AgriLife include the Texas A&M University College of Agriculture and Life Sciences, Texas A&M AgriLife Extension Service, Texas A&M AgriLife Research, Texas A&M Forest Service, and Texas A&M Veterinary Medical Diagnostic Laboratory.

Description: Texas A&M AgriLife Office of the Vice Chancellor seeks a highly motivated, self-starter to assist with events in the AgriLife Center, The Gardens at Texas A&M as well as offsite venues. The internship offers hands-on experience in the events industry.

Responsibilities:

- Assist with events in the AgriLife Center and Gardens venues; setup, teardown and staffing
- Preparing office spaces and conference rooms for frequent luncheons and meetings
- Completing office duties such as answering phones, taking messages, photocopying, and filing
- Scanning, drafting forms and other documents, and data entry /retrieval functions

Qualifications:

- Professional demeanor and outstanding phone etiquette for client and vendor interactions
- Strong organizational skills
- Initiative to proactively tackle assignments, prioritize and meet deadlines
- Must be enrolled at a college or university
- Ability to work some nights and weekends

Start Date: Position open until filled, preference to applicant who will be able to stay on for more than one semester.

Hours: 15-20 hours/week, some evenings and weekends required

Compensation: \$7.25/hour

To Apply: Please send a cover letter, resume and current class schedule to Rebecca O’Neal at rebecca.oneal@ag.tamu.edu