

International Student Services (ISS) has an Event Assistant/Student Worker position available to be filled immediately. Interested candidates must be available to interview on Wednesday, April 7, 2010 and to begin employment on Friday, April 9, 2010. Detailed information about this position follows. Please share with all interested students.

Job Title: Event Assistant/Student Worker
Job ID: 9833 in Jobs for Aggies (<https://jobsforaggies.tamu.edu/>)
Wage/Salary: \$7.25/hour
Application Deadline: 04/05/2010
Interview Date: 04/07/2010
Employment Start Date: 04/09/2010
Supervisor: Samantha Clement, International Student Advisor II
Contact E-mail: sclement@ipomail.tamu.edu
ISS Website: <http://international.tamu.edu/iss/>

Job Description: Assist with the preparation for and implementation of events sponsored by International Student Services (ISS). Duties may include, but are not limited to, the following: providing programming assistance, data entry and management, revising existing documents and databases, drafting new documents, typing e-mails and letters, designing signs, making flyers, making phone calls, running on-campus errands, day-of-event facilitation, assist international students with various needs, and filing. There will be occasional commitments outside of normal business hours (8:00am to 5:00pm).

Qualifications: Dependable, organized, able to multi-task, basic knowledge of Microsoft Office (including Word, Excel, Outlook, and PowerPoint), familiarity with social networking sites (i.e. Facebook), excellent communication skills, available to work between 15 and 20 hours per week during the Spring 2010 and Fall 2010 semesters, available to work full-time as needed during Summer 2010, and specifically available to work full-time between July 29 and August 20, 2010. All applicants must be available to interview on Wednesday, April 7, 2010. Applicants must have an estimated graduation date no earlier than May 2011.

Application Instructions: All applicants must apply through Jobs for Aggies (<https://jobsforaggies.tamu.edu/>). Applications will not be accepted in person at the ISS office. Applicants should fully complete every section of the Jobs for Aggies application. Incomplete applications will not be reviewed. Applicants should attach a cover letter and resume to the application. Applicants should highlight their experiences with event planning, generating written materials, and communicating cross-culturally. Applicants must specify their availability to work between 15 and 20 hours per week during the Spring 2010 and Fall 2010 semesters, full-time as needed during Summer 2010, and full-time between July 29 and August 20, 2010. All applicants must be available to interview on Wednesday, April 7, 2010.

