TSEC IS HIRING!

Events Specialist Internship

Do you want to gain the skills you need to jump-start your career, all on your own schedule?

POSITION DESCRIPTION:
- Seeking a creative and detail-oriented person to assist and develop outreach and Sponsorship opportunities
- Collaborates internally to define and implement event goals and objectives
- Engage in weekly meetings with Director and staff regarding progress and needs
- Responsible for helping to coordinate all aspects involved in ensuring events go as planned
- Assistance in maintaining budget parameters for events
- Create event registration systems and monitor progress toward registration targets
- Identify ways of improving future events

REQUIRED SKILLS:
- Excellent written and verbal communication skills
- Strong organizational skills
- Desire and ability to learn
- Reliable with strong work ethic
- Ability to work in a team setting and independently

POSITION DETAILS:
- Competitive pay
- Course credit available
- Flexible schedule

Apply Now!

Click here

Link to Application

Scan me!

Questions? Email TSEC@mtsu.edu

Middle Tennessee State University does not discriminate on the basis of race, color, national origin, sex, disability, age, status as a protected veteran, or any other category protected by law. See our full policy at mtsu.edu/iec.