TSEC IS HIRING!

Student Assistant

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

POSITION DESCRIPTION:

- Assist with outreach and event planning and execution
- Provide support for STEM research projects
- Maintain inventory and database of STEM equipment
- Compile minutes for staff meetings
- Assist with office duties as needed

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
- 10-15 hours per week
- Open to ANY major and academic standing
- Flexible schedule

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.