

**STUDENTS!
We're hiring!**



***The Center for Infrastructure Renewal (CIR) at Texas A&M System's
RELLIS Campus is looking for undergraduate student workers!***

WAGE: \$10/hour

HOURS: 20/week

JOB DUTIES:

- Provide customer service and office support to the CIR
- Greet/direct guests, answer phones, book rooms and coordinate guest parking
- Responsible for inventory of office and kitchen supplies and placing orders
- Receive/distribute mail and packages
- Support set-up and breakdown of rooms within the conference venue
- Oversee the conference kitchen inventory
- Coordinate custodial needs for special events or meetings
- Serve as point of contact for small meetings and assist staff with other projects as needed

QUALIFICATIONS:

- Any undergraduate students who possess a high degree of responsibility and the ability to self-supervise and work as a team
- Must be able to work in four-hour blocks through the week
- Must be able to push, pull and lift a variety of conference tables and other equipment weighing 5-70 lbs
- Audiovisual experience a plus, but not required

***Interested? Visit Jobs for Aggies to apply (jobsforaggies.tamu.edu) and type
28501 into the Advanced Search Job ID box. You may apply as a "guest"***