TEXAS TECH UNIVERSITY SYSTEM™

Office of System Relations Student Assistant Position Description

The Office of System Relations serves as a centralized resource that fosters coordination and relationships between multiple stakeholders of the TTU System, its offices, and with component institutions through events and community engagement.

This paid internship position is available for 20 hours per week for the 2023-2024 school year with the potential to continue.

Primary responsibilities and duties:

- Assist with the prep, setup, execution, and breakdown of events
- Reserve TTU System conference rooms and other event spaces as needed
- Prepare and gather materials for promotional bags and other VIP gifts
- Maintain organization and keep record of event and office supply inventory
- Prepare and deliver athletic event ticket packets
- Run various project-related errands as needed
- Work with the System Relations team on special projects as needed
- Serve as the office liaison for the Chancellor's Ambassadors program

Required knowledge and abilities:
Competency in Word, PowerPoint, Excel, internet research, and navigation of standard operating systems is crucial. Proficiency in writing ability, proofreading, interpersonal and general communication skills, organizational ability, professionalism, and multitasking is essential.

Preferred knowledge and abilities:
Previous involvement in event coordination and/or office experience is preferable. Graphic design experience and familiarity with Adobe's Creative Cloud are desirable.

To apply for this position, please send your resume and cover letter to maggie.adkins@ttu.edu at your earliest convenience.

For questions, please call Maggie Adkins at (806) 834-2224.