



# 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](mailto:TSEC@mtsu.edu)