



# 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



**Apply Now!**

Click here

[Link to Application](#)

Or

Scan me!



Questions? Email [TSEC@mtsu.edu](mailto:TSEC@mtsu.edu)