



DEPARTMENT OF COMPUTER SCIENCE

External Relations Special Event Assistant

Title: Special Event Assistant

Summary: The Special Event Assistant assists the full-time Special Events Coordinator with managing events. The position requires high levels of responsibility, organization, and a strong commitment to providing good customer service.

Qualifications: Students in this position must be in academic and disciplinary good standing with the University of Maryland, College Park. You must be a quick learner of information and computer software. Team-oriented with the ability to work independently or part of a larger team. Ability to organize, manage, and prioritize multiple tasks, and maintain a high volume of events with thoughtfulness, sensitivity and professionalism. Ideal candidates are freshman and sophomores.

Skills Required: Attention to detail, strong organizational skills, ability to communicate clear and accurate information verbally and in writing. You must be able to follow specific instructions and processes. Proficiency in Microsoft Office (Word, Excel, PowerPoint, Publisher), GSuite (Gmail, Drive, Meet, Calendar, Docs, Sheets, Slides, Forms), and basic marketing software (Publisher, Canva, Adobe Acrobat).

Job Duties:

Office Duties: Draft event/program memos. Make notes to event/program files. Create and develop brand materials related to specific programming. Assist in managing *Careers4Terps* (University employer database) and advertising/ promotional efforts (i.e., social media, direct mail, web, etc.) for the Career Fair (Fall and Spring), and the High School Programming Contest (Spring). Consults with the Special Events Coordinator on any issues or concerns requiring immediate attention in preparation for upcoming events. Other general, programmatic and administrative duties as assigned by the Special Events Coordinator.

Event Support: Provide on-site assistance at events, working evenings and weekends as necessary. Assist with event preparation tasks including: creating event collateral and signage, setting up tables, gathering event data. Participates in special projects or other assignments, as needed, to support the department.

Time Commitment: The Special Event Assistant will be expected to be flexible with office hours. Events are booked on a weekly basis. Weekday evenings/weekend hours will be required. The typical range of hours worked per week is 8 to 10. Work hours may be altered as necessary by the Special Events Coordinator to accommodate new events/needs, but will be made in consultation with the student to ensure there are no scheduling conflicts.