

Carnegie Mellon University

Conference & Event Services

Summer Program Assistant

Job Description: The Summer Program Assistant (SPA) is an enrolled CMU student and will work within Conference and Event Services (CES) at Carnegie Mellon University. SPAs will work under the direction and supervision of an Assistant Director and collaborate with other members of the CES team. SPAs will assist with administrative functions in support of project and event coordination. The SPAs will deliver superior customer service to CES's clients and guests by providing assistance with planning, operational and check-in services. SPAs will gather data, organize information, and complete clerical duties including: answering phones, responding to emails, producing & updating forms. Other related project tasks assigned as needed. Students must be organized, self-motivated, and detail-oriented. Position will require proficiency in Microsoft Office suite including Word and Excel.

Requirements:

- Must be a Carnegie Mellon University student
- Must be available to live on campus May – August 2025; CES will provide housing at no cost
- Must be in good disciplinary standing with the university
- Must be available 20-30 hours per week to include evenings, weekends, and holidays
- Must successfully obtain ACT 153 clearances (comprehensive criminal and child abuse background check)
- Must be able to climb stairs, navigate campus on foot, and be capable of pushing, pulling, lifting approximately 25 pounds
- Must be available to work all mandatory work dates during the summer season
- Attend all training sessions

Employment Term:

The position will run between two work periods. It will begin approximately spring 2025 and will conclude no later than August 10, 2025.

Compensation:

SPAs will be compensated at the hourly rate of \$12.00.

Please direct any questions about the position to Maya Colacito (mcolacit@andrew.cmu.edu).

[CLICK HERE TO APPLY](#)