

Carnegie Mellon University

Conference & Event Services

Summer Program Lead

Job Description: The summer program lead will work within Conference and Event Services (CES) at Carnegie Mellon University. Responsibilities include interacting with event clientele, running errands, office inventory, assisting with administrative functions in support of project and event coordination and performing word processing and data entry. This position will be responsible for directing/coordinating the work of other student employees and will serve as an on-call resource to the Summer Housing Guest Services Office, including evening hours and weekends. Familiarity with social media platforms such as Instagram and LinkedIn is preferred. Must be capable of working independently, be highly organized, and communicate in a professional and cordial manner.

Requirements:

- Graduate students preferred
- Must be available to live on campus May – August 2025; CES will provide housing at no cost
- Preferred experience in customer service, event planning, supervision/ leadership, data entry
- 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 the Pittsburgh 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:

Summer Program Lead will be compensated at the hourly rate of \$15.00.

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

[CLICK HERE TO APPLY](#)