

CHC Conference Coordinator For Hire



Commonwealth Honors Hollege seeks a Conference Assistant. Their priority will be to aide Conference Coordinator, Christina Dickens in planning and implementing the 23rd Annual Massachusetts Statewide Undergraduate Research Conference, which will take place on April 28, 2017. Duties include coordinating mailings and emails to inform students and faculty details about the conference, assist the Conference Coordinator in organizing presentation details and materials for the day of the conference (including over 1,100 nametags). They will also be expected to help out on the day of the Conference.

While event planning experience is preferred, it is not required. A profience in Microsoft Office and writing is also preferred. The student would spend 10-15 hours at the job per week until the Conference is over, and be given compensation of \$11.50 per hour. For more information, please contact Christina Dickens at conference@honors.umass.edu.

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