

Kravis-de Roulet Conference Assistant

Description:

- The Kravis Leadership Institute invites applications for two Kravis-de Roulet Conference Assistants for the full academic year. The Conference Assistants will work together to assist in the coordination of the Kravis-de Roulet Leadership Conference and editing the monograph publication series resulting from the conference proceedings. This position is open to CMC students from all majors. The position requires approximately 10-15 hours per week. Kravis-de Roulet Conference Assistants will report to conference organizers: Professor Ron Riggio and Dr. Sherylle Tan, Associate Director of Research and Internships.

Requirements:

- This position requires the ability to lead and coordinate work with others, strong organizational and interpersonal skills, strong communication ability, excellent writing and editing skills, flexibility, professionalism, and the ability to prioritize work. Previous experience in project management under minimum supervision is highly recommended.
- Skills Needed:
 - Working knowledge of full Microsoft Office Suite (Word, Excel, PPT)
 - Working knowledge of Adobe CS5 Suite and Adobe Acrobat software
 - Working knowledge of library (PsycInfo, etc.) and internet search engines

Job Responsibilities:

- Attend all student meetings
- Assist with conference planning and execution
- Assist with the maintenance of the online program management program
- Help to maintain documentation for conference planning
- Assist with conference publicity
- Assist with registration process and speaker coordination
- Act as speaker liaison at conference
- Assist with editing and preparation of conference monograph
- Contribute newsletter articles highlighting conference
- Commitment to attending KLI sponsored events
- Other duties as assigned

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Employment is contingent upon new employee providing documents verifying U.S. citizenship or, for aliens, documents verifying legal permission to work in the United States.