

Undergraduate (with the exception of MIS) , MBA, & MPAcc Students

The Premier Group

*Location:
7917 McPherson Rd., St. 203*

Required Qualifications:

- *Excellent problem solving and proactive skills*
- *Professional communication and presentation skills*
- *Excellent organizational skills and detailed-oriented/focused*
- *Excellent time management skills and ability to multi-task*
- *Positive attitude and enjoys working with people*
- *Entrepreneurial mindset and highly competitive*
- *Strong work ethic/discipline and self-motivated/ambitious*
- *Fluent in English, preferable Bilingual (English/Spanish)*
- *Proficient computer skills, Microsoft/Apple Operation Systems*

Fall 2015 Internship Opportunity

Start Date: Aug..19, 2015
End Date: Dec. 4, 2015

Amount to be Paid:
\$10.00 per hour.

For More Information:

Leiza Nochebuena
Phone: 956-326-2822
Office: WHTC 204A
E-mail:
lnochebuena@tamiu.edu

Responsibilities:

Provide high-level administrative support by performing clerical functions such as preparing correspondence, arranging conference calls/meetings, conducting telephone screens and scheduling client meetings, and assisting the executive administrative assistant.

Other Job Responsibilities :

-Maintain accurate record of production activity reports ; follow-up on referral systems, leads, and client referrals; send correspondence and communications to clients and service center; assist with presentation/documentation for client meetings; monitor and manage all lines of social media networking (FB Business Page, LinkedIn, website page); organize and coordinate targeted marketing programs, educational seminars, networking events, and client appreciation events.