# 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

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- Must be able
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- Must be availa
- Attend all trai

**Employment Term:**

The position will run b
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**Compensation:**

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