

**Coventry Glen Realty  
Part Time Staff Assistant  
Fall Position Available**

**About Coventry Glen Realty:**

Coventry Glen Realty is a local real estate brokerage firm specializing in residential brokerage and property management of homes and investment properties. The owner of Coventry Glen Realty, Mike Caldwell, is a TAMU-Ag Econ graduate class of '77. This firm typically retains several student staff to manage its front desk operations and to assist the agents with various aspects of their real estate brokerage practice.

In addition, after an initial training period, the student staff will also be assigned special projects to complete for the broker-owner. *Those projects may include completion of several online real estate courses and a Texas Real Estate License; subject to staff interests and qualifications.*

**Work Hours:**

Student work schedules are balanced between the collective academic and personal time requirements of the student staff and the professional requirements of office staff scheduling and work assignments. ***The position now being filled is available beginning in early October 2008 through at least early August 2009.***

**Skills Requirements:**

Coventry Glen Realty staff is required to have an adequate working knowledge of MS Office application software such as Word and Excel. Most past Coventry Glen Realty student staff with adequate basic computer skills and a willingness to learn new skills have easily acquired any new computer skills needed by the firm. A detail-oriented perspective with good people skills and a strong work ethic are required.

**Staff Responsibilities:**

Staff at Coventry Glen Realty are required to access information from a local web-based real estate data base, maintain internal real estate and business records, periodically deliver company documents to third parties such as title companies, mortgage companies, and sellers, coordinate various advertising media, and assist agents and the company owners with special projects from time to time.

*In addition, if licensed, the staff will assist the broker owner in showing homes and other activities which require a Texas Real Estate License in return for additional bonuses paid to licensed staff. All expenses related to licensing and brokerage-related activity will be paid by the broker-owner.*

**Staff Compensation:**

An average workweek for Coventry Glen Realty student staff is 20-25 hours per week. Starting compensation is \$8-10 per hour commensurate with skills level. Staff is required to have reliable transportation for running company errands on a rotating basis with other student staff. Students running company errands or showing homes to clients will be reimbursed for mileage.

***Please apply in person at Coventry Glen Realty / 414-B Tarrow, College Station, TX, 77840  
(one block north of East University Dr. between the Hilton Hotel and Albertsons)  
Office Phone: 979-846-2894 / Web Site: [www.coventryglenrealty.net](http://www.coventryglenrealty.net)***