

**Coventry Glen Realty  
Part Time Staff Assistant  
Available 01/15/2016**

**About Coventry Glen Realty:**

Coventry Glen Realty is a local real estate brokerage firm specializing in residential brokerage and some property management of residential rental properties. The firm typically hires student staff to manage its front desk operations, and to assist the firm's 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. The owner of Coventry Glen Realty, Mike Caldwell, is a TAMU-Ag Econ graduate class of '77.

**Work Hours:**

Student work schedules are balanced between the collective academic and personal time requirements of the student staff and the professional requirements of the office such as time slots that need to be covered in the office and office work caseload. The Student staff are required to work a limited number of days over holidays such as Spring Break and between semesters such as Christmas and New Years on as well. ***The position now being filled will require the new hire to be available for work from early 2016 through early May 2017 at a minimum.***

**Skills Requirements:**

Coventry Glen Realty student staff members are required to have a solid working knowledge of MS Office application software such as Word and Excel. Some experience with MS Publisher and completion of an introductory business class would be helpful. Most past Coventry Glen Realty student staff with solid 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:**

Student 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, manage MS Office Word and Excel files, and assist agents and the company owners with special projects from time to time.

**Staff Compensation:**

An average workweek for Coventry Glen Realty student staff is a minimum of 15-20 hours per week. Additional optional hours are available from semester to semester and during the summer months. Starting compensation is \$10-12 per hour commensurate with job skills and experience with periodic reviews over the course of the employment period. Additional compensation is available for basic computer-related skills such as experience with spreadsheet design, and web site maintenance, hardware software trouble shooting. Student staff members are required to have reliable transportation for running occasional company errands. Students running company errands will be reimbursed for mileage.

**Coventry Glen Realty / 414-B Tarrow, College Station, TX, 77840  
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