Job Title: Student Intern – Research
Unit: Real Estate Research Center, Mays Business School
Report to: Senior Research Staff

Summary of Duties
• Data entry
• Maintain the database for Multi-housing and/or Commercial Markets
• Analyze data
• Provide written reports as needed
• Assist Research Economist to co-author article about economic market trends in Texas
• Other duties as assigned

Required Skills and Education
• Master’s level student currently in economics or real estate related program
• Proficient in MS Excel
• Experienced with databases
• Able to communicate effectively, orally and in writing
• Able to plan, prioritize, and organize work
• Able to complete projects on time
• Able to demonstrate good judgment, teamwork, and leadership
• Able to multi-task and work cooperatively with others

Preferred Skills and Education
15- 20 hours per week, variable

Pay scale
$10.00-12.00 per hour based on experience

* Applicants, please send a resume with cover letter to pcanon@tamu.edu.

Signature Acknowledgement

Date