

**Coventry Glen Realty
Part Time Staff Assistant
Position Available 3-1-07**

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. This firm typically retains a student staff to manage its front desk operations, and assist the firm's agents with various aspects of their 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 and office caseload. Beginning in late early March through early September, each student staff person will be required to work approximately one Saturday per month from 10:00 A.M. to 3:00 P.M. on rotating basis with other student staff. Student staff are required to work a partial office schedule over holidays such as Spring Break and between semesters such as Christmas and New Years on a rotating basis as well. ***The position now being filled will require the new hire to be available on a continuous basis from early April, 2007 through early May 2008 at minimum.***

Skills Requirements:

Coventry Glen Realty student staff are required to have an adequate working knowledge of MS Office application software such as Word and Excel. Some experience with MS Publisher and completion of an introductory accounting class would be helpful. 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:

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, 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 15-20 hours per week. Starting compensation is \$7-8 per hour commensurate with skills level for the first 12 months with annual reviews thereafter. Student staff are required to have reliable transportation for running company errands on a rotating basis with other student staff. Students running company errands 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***