



TEXAS A&M UNIVERSITY

College of  
Architecture

# Part-time Position Application

**Position Title:** Student Producer

*Instructions to Applicants: Applications received by Texas A&M University must have all job application data entered. Failure to provide all job application data or a complete resume could result in an invalid submission and a rejected application. We encourage all applicants to include a resume and cover letter.*

*Due to Texas A&M University rules and regulations, student employees can work a maximum of 29.75 hours per week. All applicants are subject to a criminal history investigation, and employment is contingent upon the completion of the criminal history check. Employees may not start working until cleared by Business Office.*

## JOB DETAILS

### JOB DESCRIPTION SUMMARY

The LIVE Lab is looking for an experienced, highly-organized leader to fill the role of Producer. Producers are passionate individuals with extraordinary communication abilities and a demonstrated aptitude for management. Self-direction, problem solving, quality control, and the ability to collaborate effectively with cross-functional teams are all critical to the production role. Candidates should be comfortable negotiating priorities with other teams' leadership, particularly emphasizing overall organizational success as the most highly-desirable outcomes.

**Hourly Wage:** \$13.50

**Approximate Hours Per Week:** 15

### QUALIFICATIONS

#### RESPONSIBILITIES:

- Communicate with upper management and collaborate with lab leadership to solve problems and mitigate risk.
- Manage handoffs between your team and teams that are up and downstream.
- Prioritize open issue lists based on project deliverables.
- Gather, interpret, and manage large volumes of data from many sources.
- Work with cross-discipline teams to create and steward road maps and schedules.

#### REQUIREMENTS:

- Previous experience with leadership.



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- Demonstrated ownership of individual and team success and/or failures.
- Excellent communication and problem-solving skills.
- Positive, professional attitude and strong interpersonal skills.
- Excellent organizational skills, detail oriented, and ability to multitask under pressure.
- Persistent self-motivation and initiative, and the ability to make sense of the ambiguous.
- Ability to fit into a dynamic, creative team environment.
- Passion for Video Games.

#### DESIRED SKILLS:

- Strong technical background.
- Knowledge of software development, project management, and production processes.
- Experience working in a professional capacity with clients.
- Knowledge of art, programming, and design production practices.
- Experience in other disciplines of development.

#### LEARNING OUTCOMES

1. Articulate thoughts clearly and effectively in written and oral form
2. Demonstrate a mastery of public speaking skills
3. Write and/or edit business communication materials
4. Communicate effectively in a professional setting
5. Listen actively and critically
6. Participate effectively in teams
7. Consider different points of view
8. Work with others to support a shared purpose or goal
9. Show proficiency in current technologies
10. Maintain and manage a variety of different tools and resources
11. Adapt to emerging technologies
12. Use interpersonal skills to coach and develop others



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13. Demonstrate the ability to organize, prioritize, and delegate work
14. Plan, organize, and prioritize work
15. Accept and learn from criticism
16. Demonstrate ability to interact respectfully with all people
17. Understand and demonstrate sensitivities to individuals' differences
18. Articulate the value of a diverse and global perspective

## HOW TO APPLY

Send completed application to Hadeel Ramadan at [houksyd@tamu.edu](mailto:houksyd@tamu.edu) with subject line "Student Producer Application." Resumes and cover letters are welcome in addition to the application.



## PART-TIME JOB APPLICATION

### PERSONAL INFORMATION:

Full Name: \_\_\_\_\_

UIN: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

### CURRENT EMPLOYMENT

Are you currently employed by Texas A&M University?  Yes  No

If so, what department? \_\_\_\_\_

### AVAILABILITY

Date You Can Begin: \_\_\_\_\_

What times are you available to work?

Day of the Week	Hours Available to Work
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	