ADMINISTRATIVE ASSISTANT

**Posting ID:** EM201143F2

**Company Website:** [http://www.unlv.edu/engineering/jobs](http://www.unlv.edu/engineering/jobs)

**Company:** Engineering Career Services

**Work Location:** Las Vegas

**Position Type:** Part-Time

**Salary:** $10/hour

**College Major(s):** Any

**College Level(s):** Undergraduate-Freshman, Undergraduate-Sophomore, Undergraduate-Junior

**OVERVIEW**

The College of Engineering Career Services Program seeks an Administrative Assistant to help build our Mentoring Circles Program for sophomore engineering students who are paired with mentors for the time they attend UNLV.

**Roles and Responsibilities**

The Mentoring Circles Program within the College of Engineering began in 2017 to connect sophomore level engineering students to mentors, preferably in their chosen field. One mentor works with up to four different students in a group, or "circle" and meets to discuss resumes, interviews, networking and other career development ideas. The mentor is not expected to assist mentees with academic challenges.

The College of Engineering seeks someone who can build a more solid structure for the program by designing regular meeting schedules, help with meeting locations, reminders and even topics/speakers. The selected candidate should also be able to track and report on the frequency of the meetings held and what topics are being covered at each meeting as well as help to market the program. Preparation of materials, such as meeting agenda, flyers, meeting notes and reports will be required. Evaluations may be utilized as a method to determine if a circle is working effectively.

Hours worked: Up to 10 hours per week.

Report to: Engineering Career Services Coordinator

**Education and Qualifications**

Must be a student in good standing in any college at UNLV.

**Preferred Skills**

Microsoft Office Suite, Google Drive, Marketing, Organizational Skills

**How to Apply**

Please submit your resume and a cover letter explaining why you are interested in this position.
to: marian.mason@unlv.edu