UNLV is a partner with the USDA Forest Service, Forest Inventory and Analysis (FIA) program, which researches and reports on forest status and trends nationally. The UNLV-FIA group is seeking one or more student workers to provide assistance to team members to ensure the group functions smoothly and completes project tasks on time. The position begins immediately. You will be expected to work 20 hours a week (flexible hours) and will be paid $15/hour with the opportunity for pay increases.

Roles and Responsibilities
• Assist computer programmers in writing, fixing, and testing code for numerous websites; ensure websites are accessible to people with disabilities.
• Participate in team meetings and take detailed, careful notes.
• Assist with the preparation of progress reports. Provide assistance in other areas as requested.
• Run errands, perform secretarial work when/if needed.
• Respond quickly to emails.

Education and Qualifications
• Strong writing and communication skills with a proficiency in Microsoft Word.
• Experience in computer programming: JavaScript, HTML, ASP.NET, C++/C# development, web page publishing preferred
• Minimum GPA 3.0
• Ability to learn quickly and multi-task.
• Organized, with an ability to prioritize time-sensitive assignments.
• Excellent interpersonal skills and ability to work well in teams.

How to Apply
Send resumes and unofficial transcripts to winnie.david@unlv.edu

Marian Mason | Internship & Career Services Coordinator | coecareer@unlv.edu | https://unlv.edu/engineering/jobs
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