STUDENT WORKER

Posting ID: EM17820456

Company: UNLV Forest Inventory Analysis Program

Position Type: Part-Time

College Major(s): Civil Engineering (CEE), Construction Management (CEM), Mechanical Engineering (ME), Electrical/Computer Engineering (EE/CpE), Computer Science (CS), Entertainment Engineering (EED)

Company Website:

Work Location: Las Vegas

Salary: $12/hr

College Level(s): Undergraduate-Sophomore, Undergraduate-Junior, Undergraduate-Senior

OVERVIEW

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 two 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 $12/hour with the opportunity for pay increases.

Roles and Responsibilities
• Assist the technical writing team to develop user documentation, training materials, and demonstrations, and to ensure written materials 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 needed.

Education and Qualifications
• Strong writing and communication skills with a proficiency in Microsoft Word.
• Experience in computer programming is required for one position, encouraged for the second position.
• 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 to buckb@unlv.nevada.edu