Paid Internship Opportunity

Project Coordinator Intern, Scientific Games

Posting ID: PD-HCSciGa-02212019-c
Employer Name: Scientific Games
Employer Website: www.scientificgames.com
Internship Job Title: Project Coordinator Intern
Internship Location: Las Vegas, NV

Salary: $15 an Hour (Not for Credit)
Required Hours: 15-29 hours per week depending on student availability
Seeking Majors In: Open to all majors
Class Standing: Undergraduate student at UNLV; Must be at least 21 years of age

OVERVIEW

Scientific Games is seeking a Project Coordinator Intern. Students who participate in this paid internship will receive on-the-job training with the project coordinator and developers in our Game Development Department, getting up close and personal with slot machines and learning how slots are made. The Project Coordinator Intern will also become familiar with how the games are designed and played, gaining valuable work experience and being part of a creative environment. Internships typically last 6-12 months. What makes us stand out at Scientific Games? We embrace all things Star Wars and celebrate Fridays with bagels!

INTERNSHIP ROLES AND RESPONSIBILITIES

• Help us complete day-to-day administrative duties
• Assist with key projects relating to the development of slot machines and games
• Set up and participate in meetings so we can collaborate, brainstorm, and let the creativity flow
• Create reports to help us track important stuff, like how we manage our time when making games
• Assist in placing and tracking orders of parts and items through internal and external vendors
• Assist with loading games
• Be curious, and don’t be afraid to ask questions
• Embrace our fun-loving, creative team
• Perform other tasks when we might need an extra hand
• Be a self-starter and a team player
• Ability to work independently and efficiently

REQUIRED SKILLS AND EDUCATION

• No gaming experience required
• In addition to having your high school diploma or equivalent, current enrollment in a UNLV degree program
• Proficiency in Microsoft Office suite and Outlook
• Basic knowledge of Windows operating system
• Written and verbal communication skills
• An ability to meet deadlines
• Excellent organizational skills
• An ability to multitask

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HOW TO APPLY

Please send your resume to Shawn Soong at Shawn.Soong@scientificgames.com or to Tabitha Engle at Tabitha.Engle@scientificgames.com. The review of candidates’ application materials will start on April 22nd. Best consideration will be gained for materials submitted prior to that date; however, the internship position will remain open until filled. Scientific Games will set up interviews based on student availability.

MAIN CONTACT

If you have questions about this internship position, please contact Shawn Soong via email at Shawn.Soong@scientificgames.com or by phone: 702-532-7984. You can also contact Tabitha Engle via email at Tabitha.Engle@scientificgames.com or by phone: 702-532-7206.