STUDENT WORKER, ENGINEERING CAREER SERVICES

Posting ID: IN173074E9

Company: Engineering Career Services, UNLV

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)

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

Company Website: http://www.unlv.edu/engineering/jobs

Work Location: Las Vegas, UNLV

Salary: $10-$12 per hour

OVERVIEW

Engineering Career Services formally began a year and a half ago with the mission to aid UNLV engineering students with locating internships, part-time employment and full-time employment. Though our staff is small (1 FT, 2 PT students), we are responsible for a job board with employment postings and all engineering-specific career events.

Roles and Responsibilities

Our student worker should be qualified for federal work study to assist with the day to day operations of the Engineering Career Services program. Duties include updating the digital job board with internship and job postings, updating and keeping records of employers using Excel, contacting employers to discuss openings and receive placement information, creating handouts for employers and students about the program. Flexible when hours are worked.

Education and Qualifications

* Organizational, planning and management skills
* Strong communication skills
* Graphic arts skills a plus
* Good with Excel; able to produce graphs and charts
* Dependable and detail- oriented

Preferred Skills

Intermediate Excel; Graphic Arts

How to Apply

Please submit a cover letter explaining why you are interested in this position with a resume to

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

UNLV, Howard R. Hughes College of Engineering