GRADUATE ASSISTANT POSITION ANNOUNCEMENT

Position: Graduate Assistant, Master’s or Doctoral Level

Program: Office of Undergraduate Research (OUR), under the Division of Research and Economic Development, and the Office of the Executive Vice President and Provost

Schedule: 20 hours/week. Must be available to work a set weekly schedule in the OUR office. The position is for Fall 2017 with the potential to be renewed.

Position Description: This is a non-departmental GA position which will assist OUR in the areas of web application development and management, website design, and data collection/analysis in order to support, highlight, and facilitate undergraduate research at UNLV. Responsibilities of this position include: Developing, maintaining, and updating the OUR undergraduate research web application and database, web server, and SQL database(s); managing the OUR website content; collection and analysis of data related to undergraduate student research activities at UNLV; creating graphic and text web content.

Required Qualifications
- Experience with WordPress, BuddyPress, and Gravity Forms or similar
- Experience with HTML/CSS, PHP, and/or Java/jQuery
- Experience editing/customizing web pages
- Experience with site hosting/Relational Database Management Systems (such as MySQL or MariaDB)
- Experience with text editing programs (Atom, Boxer, Brackets, EditPad Pro/EditPlus, Notepad, phpDesigner, Sublime Text, etc.)
- Able to work independently
- Strong written and verbal communication skills

Preferred Qualifications
- Familiarity with Adobe Photoshop and other graphic design software
- Experience with cross browser compatibility coding and troubleshooting
- Experience with user interfaces, image optimization, web accessibility standards, and design & development standards
- Ability to collect and analyze data, including familiarity with statistical analysis software

Application & Contact Information:
If you are interested in applying for this position, please send a detailed cover letter outlining your experience with the above qualifications, and a Curriculum Vitae (CV) to Sharon Young at Sharon.Young@unlv.edu. Review of applications will begin on Friday, August 25, 2017 and will continue until the position is filled. Questions can be directed to Dr. Young at the above email address, or by phone at (702) 895-2367.

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