

College of Engineering Career Services Office

<https://www.unr.edu/engineering>

POSITION TITLE: Graduate Assistant

POSITION LOCATION: Reno, NV

DESCRIPTION:

Engineering Career Services works to develop relationships with local, regional and national engineering companies to help students find employment and internship opportunities.

College of Engineering Career Services office is looking for a Graduate Assistant that will assist the College of Engineering Career Services Director. Essential duties and responsibilities include, but are not limited to:

- maintaining the COEN Career Services Access database
- logistics for the biannual Engineering Career Fair
- marketing various career services opportunities/events to students and employers
- compiling graduate outcome data
- compiling internship data
- Performing student résumé review appointments as needed, and other miscellaneous tasks as they may come up

REQUIRED QUALIFICATIONS:

- Possess strong critical thinking and communication skills, professionalism, and be detail-oriented
- Comfortable with communicating via telephone, email or in-person with students or professionals
- Ability to use Microsoft Office including Word, Excel and PowerPoint
- Can work 20 hours per week

DESIRED QUALIFICATIONS:

- Ability to use Microsoft Access
- Experience with Constant Contact, Doodle, Facebook, and LinkedIn as marketing tools
- Experience with Adobe Photoshop, InDesign, and/or Illustrator

HOW TO APPLY:

Interested applicants should send a resume to Joe Bozsik at jbozsik@unr.edu. Application period ends December 14th.