

Sonny Astani Department of Civil and Environmental Engineering Student Services Office

**Student Services Graduate Assistant**

The Sonny Astani Department of Civil and Environmental Engineering Student Services Office is seeking a Masters level student to work 10-15 hours per week. Responsibilities include assisting with student related issues and special projects, coordinating programming for student events, and general clerical duties in the Student Services office. The Graduate Assistant will assist with basic advising to both undergraduate and graduate students, review graduation applications for MS students, and assist in writing and gathering data for reports for accreditation review. Candidates must have excellent written and oral communication skills, the ability to listen well and provide timely responses, possess good problem-solving skills, and have a positive disposition.

**Compensation:** \$14/hour

**Hours per week:** 10 – 15 hours

**Work hours:** Flexible on Mondays – Fridays, 9am – 5pm