

The Smart Grid Lab has a paid position available for an office assistant. The description of the work and responsibilities are as follows:

- Setting up schedules on google calendar for researchers and faculty
- Interfacing with visitors to lab
- Setting up and booking meetings in meeting rooms in the campus.
- Interacting with faculty, researchers and students, as well as external organizations
- Using email to respond rapidly to requests irrespective of when they are sent
- Helping with expense reports, ordering supplies, and other general support of research activities for the group.
- Very familiar with standard computer tools such as MS office, MS excel, and others.
- Hours are flexible - estimated to be around 5 - 7 hours/week.
- Most of the work would be achievable on-line with not significant need to be in office.
- Starts immediately

Undergraduate and graduate students can apply. Send email to info@smartgrid.ucla.edu with your bio/CV if interested.