

## **UCLA Smart Grid Energy Research Center**

Our lab is looking for a student to help with lab and office management activities. This includes keep track of calendaring, doing scheduling, assisting with lab operations, helping with report editing, powerpoint editing, MS word document editing, booking events, assisting at workshops, etc.

This is a paid position and salary will depend upon experience. Estimated 7-15 hours/week.

If you are interested, please email [info@smartgrid.ucla.edu](mailto:info@smartgrid.ucla.edu).