

Title: Student Assistant II

Start Date: As soon as possible.

End Date: When projects are concluded; anticipated 40 hours of work total.

Hours: Flexible; expected to work at least 10 hours per week

Rate: \$15.00/hour

Application Deadline: October 5, 2015

Job Description

Student will assist the Civil Engineering Materials group with developing content for department website and research group website(s). Student is expected to creatively publish information using WordPress platform in an organized and sustainable format. Student will work closely with the Civil and Environmental Student Affairs Officer to complete projects. Student will work with Civil Engineering Materials faculty to generate content for websites.

Requirements

- Open to UCLA undergraduate and graduate students.
- Graduate students must not have combined employment, including this position, greater than 50% for fall quarter.
- Experience with website development; experience with WordPress preferred.
- Ability to work independently; self-motivated.
- Superior written communication.
- Must have access to computer and internet to complete work.

Application

Please send resume via email to the CEE SAO, Jesse Murphy, at CEESAO@seas.ucla.edu with subject line: 'CV-MAT Website Application'. In your email please answer the following questions:

1. Please list URLs of any websites for which you have personally contributed. If you have not developed or contributed to a website please indicate 'no content'.
2. Please write 1 concise paragraph outlining your qualifications for this position.