

Summer Employment Opportunities for Students

Job Title:	Summer Employment Opportunities for Students
Closing Date/Time:	Fri. 04/13/12 5:00 PM Pacific Time
Salary:	\$13.00 - \$18.00 Hourly
Job Type:	Summer
Location:	5019 Imhoff Place, Martinez , California

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CLERICAL – Must possess word processing skills (MS Word preferred), good organizational skills, and professional phone manner – \$13.00 per hour.

COMPUTER TECHNICIAN – This position requires strong working knowledge of computer hardware and software. Duties will include installing, maintaining, and supporting PC workstations and laptops, software, and peripherals. Good customer service skills and knowledge of standard office software applications are required – \$18.00 per hour.

ENGINEERING ASSISTANT – This summer position is for civil, mechanical, or chemical engineering majors. Duties include working with as-built maps, databases, and surveying records. Attention to detail and strong computer skills required – \$18.00 per hour.

GRAPHIC DESIGN ASSISTANT – This position requires working knowledge of Macintosh computers including computer illustration and page layout. Duties will include basic page layout, scanning and editing of photographs, and creating diagrams for reports and presentations. Knowledge of Photoshop, InDesign, and Illustrator software highly desirable – \$18.00 per hour.

LABORATORY ASSISTANT – This position requires at least two semesters of college laboratory experience in chemistry, biology, microbiology, or related field. Major duties include field sampling, routine gravimetric and wet chemistry analyses of wastewater – \$18.00 per hour.

LABORERS – These positions will be performing buildings and grounds maintenance or assisting in the electrical shop, machine shop, or pumping stations – \$15.00 per hour.

REQUIREMENTS - Must currently (spring 2012) be a full-time student returning to school in fall 2012 as a full-time student and at least 18 years of age. Applicants will be required to provide proof of student status. Must possess a valid California Driver's License and have a satisfactory driving history.