

Campus Planning & Project Management – Student Employee Job Posting

Job Work Schedule: Flexible

Hours per Week: 20-30hrs

Wage/Salary: \$7.75

Job Description:

The Department of Facilities Campus Planning & Project Management is seeking a student employee to assist with project organization, archiving, meeting scheduling, and other various tasks. The student must be able to work independently as well as part of a team. The employee will need to have good communication skills, excellent organizational skills and an attention to detail.

Qualifications:

Employee will need to be proficient with Microsoft Office (Word, Excel, & Outlook), Adobe Illustrator, Adobe PDF documents, use of scanning/imaging software, and utilize Internet browsers to do research as needed. Must be able to lift small file boxes and rolls of drawings (approx. 30lbs) for archiving.

Knowledge of construction terminology is preferred.

Ability to read floor plans and construction drawings is preferred.

Proficient in AutoCad/Revit programs is preferred.

Proficient in Microsoft Access is preferred.

Applicant must be enrolled in a minimum of six credit hours for the Fall 2016 semester at K-State. Current job posting is for the summer of 2016 with the possibility of work continuing into the fall semester.

Application Instructions:

Please submit resume via email to:

Assistant Director Campus Planning & Space Management

Heather Mills

hmills@ksu.edu

Applications will be accepted until the position is filled.