

# McGinnis & Associates

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## POSITION ANNOUNCEMENT

McGinnis and Associates has provided environmental solutions for industry and government for over 31 years. Our staff includes experienced professionals in fields such as environmental engineering, hydrology, and geochemistry from our main office in Reno, Nevada. Our team includes Professional Engineers, Certified Water Pollution Control Managers and Certified Environmental Managers.

McGinnis and Associates is seeking a qualified candidate to fill a student worker position at our office located in Reno, NV. The employee is expected to support technical staff in database updates and management, organize and maintain environmental sampling supplies and equipment, provide support for environmental sampling events, assist with documentation preparation and other basic office duties. We are looking to fill the position as soon as possible.

Environmental Science or Engineering majors are preferred, but other science-based majors will be considered. Must be proficient in Microsoft Office Suite with strong Microsoft Excel knowledge; database experience is a plus. Customer Service experience is preferred, strong interpersonal and communication skills, and an ability to work independently is essential.

A current driver's license is required for limited travel and document/sample delivery.

Some work experience is preferred, so please include job history in resume.

Position offers approximately 10-15 hours per week. The majority of the work time is expected to be M-F between 8am and 5pm, but there will be options to do some work remotely or outside of normal working hours. Starting pay is \$15.00 an hour, negotiable dependent on experience and qualifications.

You must demonstrate that you qualify for the position and your education and experience must be clearly documented. Information on references will be requested if you are selected for the interview process.

This posting is open until filled, qualified individuals are encouraged to apply immediately. Lists of eligible candidates will be established and hiring may occur early in the recruiting process. Recruitment will close without notice when a hiring decision has been made.

Emailed resumes preferred.