

Posting Date: Spring 2012
Position: Design water conservation materials and activities
Department: Las Vegas Community Water Board Intern Utilization Program Optic Publicity Project
Reports To: Dr. Andrew Feldman
Job Type: Student Internship (Sophomore or higher)
Rate: \$12/hr
Spring 2011: Up to 15 hrs/week

SUMMARY:

The Las Vegas Community Water Board is a volunteer organization dedicated toward encouraging wise use and management of water in Las Vegas and the surrounding community. The CCRAA – HSI grant has provided funds to Luna Community College and to New Mexico Highlands University to pay student interns to support projects such as LVCWB’s public awareness program. LVCWB has openings at the present time for student intern support in this program. The objective is to increase public awareness of the Las Vegas area water issues and problems, and to encourage the public to improve its water-related behavior.

QUALIFICATIONS:

The successful student intern applicant(s) must have facility with power-point presentation development, data gathering/manipulation, or facility with graphic design, or facility with writing/ editing. Possession of more than one of the capabilities is, of course, more desirable. Since there are hard deadlines for some of the efforts, reliability is an important characteristic.

DUTIES & RESPONSIBILITIES:

Interns will be required to develop a water conservation power point along with activities for elementary and middle school students. Under the mentorship of LVCWB members the interns will present to the area schools during the spring and/or fall semesters.

In addition, once per week, LVCWB will have an approximate thirty square inch advertisement that will present water-related information in the newspaper. Each advertisement will provide different information than the previous advertisement. The advertisements must be eye-attractive to the general public, and must contain interesting, accurate, and timely information. We expect the interns to develop, under the guidance of LVCWB members, 6-8 templates for the advertising space so that information is not repeated over a two-month period. Once the templates are developed the task will be to cull different information for publication.

The successful student intern applicant(s) will work with LVCWB members and will work independently to design water conservation materials and activities, and the templates or formats for the advertisements, to write, edit, and fact-check the text for the advertisements, and/or to obtain/verify the numerical data needed to populate the templates. The intern will work with both LVCWB member and to a certain extent, City of Las Vegas Water Department employees. Supervision and coordination will be the responsibility of the LVCWB mentors.

HOW/WHERE TO APPLY:

Go online to www.armasineducation.com or pick up application package at ARMAS (Engineering Bldg #106) with Mabel Suárez (T. 426-2104) or Monique Esquibel (T.426-2010).

Contact Information:

Mabel Suárez, Internship Coordinator
Monique Esquibel, Center Office Specialist
ARMAS Tel. 505-426-2104 / 505-426-2010

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Dr. Jennifer Lindline

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