

PART-TIME RESEARCH JOB

PROGRAMMING

Economics professor requires an undergraduate student to assist with programming and computer work. The applicants should have a high GPA. The wage is slightly more than \$20.00/hour; hours of work are flexible. The position will involve about 5-15 hours of work per week, mostly during normal working hours.

REQUIRED SKILLS:

- Extensive programming experience
- Ability to learn a new programming language quickly
- Intelligence

Send the following:

1. Covering letter with:
 - a. cumulative GPA
 - b. description of relevant skills and experience
2. Written resume
3. An official Carleton audit (or a list of courses and grades, including cumulative GPA)

Send electronic copies to: renee.ortie@carleton.ca (Be sure to put "Programming" in the subject line.)

Deadline for applications: September 20, 2013

PART-TIME WORD PROCESSING

Professor requires undergraduate students to type from verbal dictation in his office. The wage is slightly more than \$20.00/hour. About 5-10 hours per week, mostly during normal working hours. The applicants should have excellent English spelling and grammar and a high GPA. In addition, the applicants should be able to type at least 50 words per minute. Please indicate your typing speed in your covering letter. (An additional skill that might be helpful, though it is not necessary, is familiarity with mathematical symbols; if you have this skill, you might mention this in your covering letter.)

Send the following:

1. Covering letter with:
 - a. typing speed
 - b. description of relevant skills and experience
 - c. cumulative GPA
2. Written resume
3. An official Carleton audit (or a list of courses and grades, including cumulative GPA)

Send electronic copies to: renee.lortie@carleton.ca (Be sure to put “Word Processing” in the subject line.)

Deadline for applications: September 20, 2013