College of Education Dean’s Office

Job Announcement: Student Assistant (Web Design)

Job Summary: We are looking for a responsible, mature, and enthusiastic student web designer/programmer from the Multimedia, Computer Science or related majors to assist the College of Education’s web designer. Must be work-study eligible (see Work-Study below). Work Location: SDSU Main Campus, North Education Building

Salary & Schedule: Flexible. We are looking for a freshman, sophomore or junior student who could work with us 10-15 hours/week for the spring and summer and possibly longer for $12-14 per hour depending on experience.

Responsibilities: The primary responsibilities of this position will be to assist in maintaining website accessibility, edit/create content for program web pages while supporting the web and marketing goals of departments, prepare photos for use on websites by cropping, resizing or modifying with Adobe Photoshop, assist faculty and staff in making html code changes to websites, troubleshoot issues with CMS, and assist the College web designer in other related tasks and projects.

Qualifications: An ideal candidate would be a good writer, listener, problem-solver, extremely organized, have great people skills, excellent judgment, dependable, and have initiative to seek out needed information to complete tasks. The student assistant should: have intermediate to advanced knowledge of web design and development as well as some basic image editing skills; quickly learn and apply web accessibility and usability methods and procedures; follow oral and written directions; work cooperatively with others; report to work on time; follow directions from a supervisor; understand and follow posted work rules and procedures; accept constructive criticism. To be eligible for student employment, a student must be currently enrolled in a minimum of 6 units of classes at SDSU (not including Open University courses).

Required Skills: Knowledge of HTML/CSS code editing software (Adobe Dreamweaver, Brackets, etc). Experience with content management systems such as Wordpress, Drupal or Joomla. Computer and software will be supplied. Other desired skills: photo/image editing skills (Adobe Photoshop, Fireworks and Illustrator), programming skills (Javascript, jQuery, PHP, MySQL, etc.), knowledge of web design accessibility, usability, readability, typography, and other design and layout principles.

How to Apply: Submit resume (include current GPA), cover letter, work-study eligibility/award amount and web link for 3 examples of web work via email to Manny Uribe, COE Web & Multimedia Consultant, at: muribe@mail.sdsu.edu

Work-Study: Work-study is subsidized employment for eligible undergraduates. You earn this self-help financial aid, so you don't have to repay it. It reduces your need for student loans, leaves you with less debt, and lets you explore careers while you gain work experience. For work-study eligibility, visit or contact the SDSU Financial Aid Office (http://www.sdsu.edu/financialaid/). Find out if you have work-study. If not, find out if you can convert your current financial aid award to work-study.

Deadline: Review of applications begins immediately and continues until the position is filled. Looking to hire ASAP.