San Diego State University
Student Disability Services

Web/IT Student Assistant

Position Information:
Job Title: Web/IT Student Assistant - Special Project for Fall 2015 with the possibility for continuation during Spring 2016

Department: Student Disability Services and Enhancing Campus Culture and Climate Committee

Supervisor: SDS Director

The Web/IT Student Assistant will assist with developing and creating for the Disability Access webpage and linking appropriate University webpages. The position will work under direct supervision while exercising a high level of independent judgement and creativity.

JOB RESPONSIBILITIES

- Edit and manage content for the SDS website (required working with content management software and Adobe Dreamweaver)
- Maintain a consistent look and feel throughout all web properties
- Building HTML email newsletters and event mailings
- Assure web-based information is archived for future needs and reference
- Prepare images and create graphics for use on the website using photo editing software
- Assist with additional responsibilities as assigned by staff

DESIRED KNOWLEDGE, SKILLS AND PERSONAL CHARACTERISTICS

- Strong written and communication skills
- Experience of managing web pages
- Creative
- Graphic Design
- Advanced knowledge of the Adobe Creative Suite (Dreamweaver, InDesign, Illustrator, Photoshop)
- Web Design/HTML/CSS/JavaScript/jQuery
- Familiarity with Google Tools (mainly Google Forms, Gmail, Calendar and Google Analytics)
- Writing/Editing
- Social Media (Facebook, Twitter, Instagram)
- Understanding of current trends in web communications and digital media

MINIMUM QUALIFICATIONS
Must be enrolled as a full-time student in a San Diego State University program

Preferred Qualification: Graphic Design, Digital Media and Web Design

Work Hours: Flexible, 8:00am 4:30pm

Salary: Determined by prior experience and internal equity

APPLICATION PROCESS
Please provide resume and cover letter to pjstarr@mail.sdsu.edu or deliver in person to the Student Disability Services reception desk.