Global Education Center

Title: Student Web Assistant

Location: Student Center Annex

Job Type: Student Assistant or Federal Work Study

Days Needed: Open; 10-15 hours per week during regular office hours, including summers. Flexible as to which days/hours are worked each semester. Position to begin in May 2016 to allow for training and continue through Summer 2016.

Job Description:

The Student Web Assistant assists the Global Education Center staff with maintaining, updating and improving the department websites. The Assistant will also work with StudioAbroad, an online database system that organizes study abroad programs and electronic applications. Commitment for at least one year, including summers.

Primary Responsibilities:

- Update and maintain the Global Education Center website, creating new webpages
- Use a menu system to create programs, organizing programs by common parameters
- Publish news articles on the university’s news system
- Maintain the department’s Facebook accounts, adding upcoming events to Google Calendar, and uploading videos onto Youtube
- Ensure proper functionality of Global Education Center website
- Maintain cohesion with the University’s layout design
- Design interactive online equivalents of paper forms

Qualifications:

- Experience with database design
- Experience using Adobe Photoshop to resize photos, convert them to different formats, and make them web-optimized for online publishing.
- Experience with Adobe Flash to create animated slideshows
- Experience using Adobe Dreamweaver.
- Ability to learn Terminal Four
- Enrolled as an undergraduate at Montclair State University in good academic standing.
- Ability to work independently with a strong sense of initiative
- Excellent organizational and efficiency skills
- Strong interpersonal skills, including communicating with non-technical users
- Demonstrated ability to improve systems, functionality, and appearance of websites
- Students who have taken CSIT-470 Advanced Web Development, CSIT-430 Databases for Internet Applications or INFO-410 Database Development for Business should meet these qualifications.

Coding is not required.
Application Instructions:

Send cover letter and resume detailing your interest in the position to Wendy Gilbert-Simon simonw@mail.montclair.edu.