COTC - OSUN

Student Employment Job Description

Job#: 98482

Department: Information Technology Services

Job Title: Web Design Assistant

Supervisor: Kris Read **Phone #**: 740-364-9561 **Email:** kread@cotc.edu

Hourly Rate: $ 8.75

Terms job is available: Summer X Autumn X Spring X

Times job is available: Mornings X Afternoons X Evenings ___ Weekends ___

Include specific information regarding level of responsibility, range and complexity of duties and training/experience required for this position.

Qualifications:

1. Experience with PC / or MacIntosh Computers
2. Familiar with standard software packages and operating systems (Windows 7, MS Office 2013).
3. Ability to work with faculty and staff.
4. Ability to write technical support materials such as manuals and procedures.
5. Ability to work on information that is sometimes sensitive in nature.
6. Excellent written and oral skills.
7. Familiar with basic web design practices.
8. Familiar with Adobe CC software.

Summary of Duties:

Information & Technology Services in Founders Hall is looking for a talented design student who would like to gain practical experience working in a professional environment. This position assists the Web Developer in designing and maintaining Newark Campus webpages. A strong multimedia design background and a strong working knowledge of Macromedia Dreamweaver (especially CSS) and Photoshop or Fireworks is necessary. Must be reliable. There will be opportunity to develop portfolio work in this position.

This job does not replace a full-time employee.

COTC Account #:62030 **OSU Org-Fund #**:09713-012510

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Students in this job provide services that are open, accessible and designed to improve the quality of life for community residents or to solve particular problems related to those residents' needs __ Yes X No

Students in this job provide services to students with disabilities __Yes X No

Background Check Required? ____ Yes (SS or RD) X No

5/11/16