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

OFFICE OF FINANCIAL AID USE ONLY
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