STUDENT INVOLVEMENT
UNIVERSITY OF NEBRASKA-LINCOLN

Student Involvement Content Area: SIIS
Job Title: Web Assistant
Hours Per Week: 15-20
Position Reports to: Mike Jackson
Work Location: 200 Nebraska Union
Pay Per Hour: $9.00
Position is available: All Year

Basic Function: Maintain and develop the Student Involvement website using the Drupal Content Management System (CMS).

Student Involvement Responsibilities: 10%
1. Participate as an active staff member in all Student Involvement training, orientation, and staff development meetings, programs and committees.
2. Assist in the development of collaborative projects across other SI content areas whenever possible.
3. Assist in the development of collaborative projects with other campus offices/departments/divisions as opportunities arise to help achieve the goals and mission of Student Involvement.
4. Assist students and other clients of Student Involvement as needed.

Content Area Responsibilities: 90%
1. Update static web content on various websites related to Student Involvement using Drupal CMS.
2. Upload Flash and other multimedia promotions for SI programs and events.
3. Maintain an archive of web and multimedia projects.

Ideal Qualifications:
1. Proficiency in HTML, CSS.
2. Experience in web design and Adobe Flash.
3. Ability to communicate with non-technical people.
4. Knowledge of a Content Management System (CMS) is a plus.
5. Knowledge of relational databases and Javascript is a plus.