

Web Developer/Marketing Assistant
Newcomb Hall

Function:

Assist the Marketing and Outreach Coordinator in web developing and web design related functions for Newcomb Hall.

Responsibilities:

- Develop and implement web pages
- Updating current sites
- Assist in further developing the Marketing and Outreach office and determining how to best provide various marketing services to the Newcomb community
- Perform other duties as assigned

Requirements:

- CSS, Java, JavaScript, Dreamweaver.
- Current on web trends/design.
- Keen attention to detail, problem solver
- Able to work independently

Commitment:

This position will require 10-12 hours per week. Most work will need to be completed between the hours of 8 – 5 pm. Flexible work hours can be arranged.

Educational Outcomes:

- Graphic Design, Web Development and Marketing skills
- Additions to portfolio
- Working knowledge of InDesign, Photoshop and Dreamweaver
- Develop ability to work independently
- Organization and Communication skills

How to Apply:

Applications can be obtained at the information desk on the first floor of Newcomb Hall. Completed resumes and samples of any work you may wish to include should be turned into the Info Desk in Newcomb Hall.