



Student Web Assistant (Work Study) - \$19.00 / hour, 25% time

Hiring for the spring semester

The student web assistant will assist in updating and producing content for the various IRLE websites and provide assistance with content migration and quality assurance testing of new web projects under the direction and guidance of the Communications Director.

Duties:

- Using style guides, accessibility guidelines and existing templates, author website content in WordPress content management system, including updates to existing pages and building new pages
- Assist in quality assurance testing of new web projects, including accessibility compliance
- Source and format media assets (photos, graphics) for web
- Using existing templates, lay out content for short publications in Adobe InDesign
- Conduct basic database entry as needed in Salesforce and MailChimp
- Provide event support or other communications support as needed

Skills:

- Excellent organizational and communications skills
- Strong attention to detail and creativity in problem-solving
- Interest in communications and web design
- Familiarity with Google Drive
- Some experience in WordPress, Adobe Creative Cloud (especially InDesign and Photoshop) strongly preferred, or a demonstrated aptitude for and interest in learning new software and content management systems
- Basic knowledge of HTML/CSS preferred but not required
- Responsible and dependable in ability to work independently

To apply, email Ana Fox-Hodess (afoxhodess@berkeley.edu) with your resume and brief cover letter.