Wanted: Web Assistant

The office of Strategic Communications is looking to hire a CSUF student to start immediately.

This position will assist with web-related projects: updating sections of the university website, updating pages on various social network sites, locating and formatting photos, creating web graphics, etc.

We’re looking for someone with the following qualifications:

Required:
- Familiarity and aptitude with HTML/CSS
- Familiarity and aptitude with Social Networks (Facebook/MySpace, etc.)
- Familiarity with Microsoft Office Suite; must be able to work on a PC

Preferred:
- Adobe Dreamweaver and Photoshop experience
- Strong grammar and proofreading skills
- Experience researching online
- Not required, but helpful: Classic ASP and/or ASP.NET experience

This position requires organization, communication and interpersonal skills, including the ability to communicate professionally on the phone, pay attention to detail, work in a team environment, follow directions and prioritize.

Training and skill-development opportunities:
- Learn about Accessible Technology (508/WC3 Compliance) and gain work experience in a professional office environment.

You must be available 20 hours/week during school

If this describes you, please contact us!
Send a resume/cover letter to lhenderson@fullerton.edu