Wanted: Web Assistant

The offices of Alumni Relations and Strategic Communications are looking to hire a CSUF student to start immediately.

This position will assist with web-related projects: updating sections of the university website, locating and formatting photos, creating web graphics, proofreading copy, formatting electronic newsletters, etc.

We’re looking for someone with the following qualifications:

Required:
- Familiarity and aptitude with HTML/CSS; Classic ASP is also helpful
- Strong grammar and proofreading skills
- Familiarity with Microsoft Office Suite; must be able to work on a PC

Preferred:
- Adobe Dreamweaver and Photoshop experience
- MS Visual Studio, C# and ASP.Net experience
- Familiarity and aptitude with Social Networks (Facebook/MySpace, etc.)

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 at least 20 hours/week this summer and 20 hours/week maximum during the 2010-11 school year.

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