Part-Time Job Opportunity for a part time Web Technical Assistant with Skills in Website Design and Management

As part of an NSF grant funded education project, we seek a part time website support assistant for a project that will run for ~ 1 year. We seek an organized and self–motivated individual to work approximately 4-6 hours per week to provide help with managing an established website hosted on NING and other support activities. Duties include but are not limited to: keeping components of the website current, working with web administrators to keep the site dynamic and interesting, developing methods for storing and archiving material, and working with web administrators to explore other web platforms for long-term management of the website. Interested individuals should have a rich working knowledge of current web-based programming.

Required Knowledge:
Expertise in designing, developing, and managing websites
Familiarity with these areas: HTML, CSS, front end development tools (Adobe Suite), social media and collaboration tools

Preferred Knowledge:
Familiarity with Java, PHP, Python, or other scripting language
Experience or familiarity with one or more content management systems (example: WordPress, Microsoft SharePoint, Drupal)
Played a critical role in at least one website design

Abilities
• Think strategically and work independently, with a strong attention to detail.
• Explain technical issues to non-technical users
• Exceptional organizational skills
• Apply independent judgment when necessary
• Expert user and active explorer of technology

Candidates must be able to work independently and as part of a team. Oversight of position and work is by a team of faculty at dispersed institutions. Applications are encouraged from technical staff, graduate students or post-docs who can work in a dispersed organizational style, including a large amount of work that is via web-based conferences with faculty members involved in the project at several different institutions.

Total hours will vary from week to week with some flexibility, but certain deadlines will require concentrated work over short periods. Work schedule is negotiable but will require some hours during normal workdays (M-F, 8:30 AM – 5:30 PM) and some scheduled meetings and work outside of this time frame.

To apply: Please send a cover letter, current resume, information about web design and related experience, and a list of 3 references (all in pdf format) to Michele Felton, Assistant to the Chair of Biology at felton@wustl.edu. Applications will be accepted immediately and until position is filled.