Title: Student Web Assistant

Responsible to: Dan Derflinger, Creative Director

Description:
The Student Web Assistant is part of the Enrollment Management Communications team and will assist primarily with web and other electronic media efforts that support all of the Enrollment Management offices. The student will be given ample opportunity to use knowledge from the classroom as well as explore new technologies. The student who fills this position will be a part of a team that communicates with prospective students through multiple communication methods – the Office of Admissions website with nearly 2 million page views each year, emails comprising of 250+ campaigns being sent to 1.7 million students, an LCD display viewed by 24 thousand visitors a year, print publications, and multiple social media platforms including video. We're looking for someone who is comfortable as a “jack-of-all-trades” and has a passion for communications.

Required Skills:
- Web Design: proficient with Adobe Photoshop and understand common web design standards
- Web Development: ability to code in HTML, PHP, and CSS

Desired Skills:
- Advanced Web Development: JSON, XML, and XSLT
- Database: create, write, and update information within a database via PHP
- Video: ability to edit and shoot video
- Social Media: knowledge of the different platforms and what is possible
- Print Design: ability to create and update InDesign files
- Experience with a Content Management System (CMS) and Constituent Relationship Management system (CRM)

If interested, please fill out the Office of Admissions student employment application at www.admissions.purdue.edu/studentemp. Be sure to select “Student Web Assistant” for the type of position.

If you have a resume and portfolio that you would like us to consider, please email those to Dan Derflinger at dderflinger@purdue.edu. Applications are being accepted until the position is filled.

Pay: $10 per hour
Hours: 10 hours/week