

Work Study Job Description (March - June 2013)

JOB TITLE Webpage Designer Assistant

DEPARTMENT NAME Indigenous Wellness Research Institute

JOB LOCATION School of Social Work

PAY RATE \$14.00 - \$14.00

EMPLOYMENT PERIOD March through June 2013

HOURS PER WEEK 10-19 hrs/wk

CONTACT SUPERVISOR Chris Charles

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BOX NUMBER 354900

NATURE OF ORGANIZATION

The vision of the Indigenous Wellness Research Institute (IWRI) is to support the inherent rights of Indigenous peoples to achieve full and complete health and wellness by collaborating in decolonizing research and knowledge building and sharing.

DUTIES AND RESPONSIBILITIES

Under the supervision of the IWRI Media Director, the Webpage Designer Assistant will assist in:

- Gathering information and narratives of IWRI divisions and creating webpages
- Create dropdown menus and linking existing and new pages
- Ensure fast, user-friendly navigation schemes to meet the needs of casual and professional users
- Updating pages every month
- Updating and creating web-based calendars and forms
- Setting up websites and webpages using content management systems like Drupal or Wordpress
- Research and develop plug-ins for content management systems
- Creating and gathering content for posts to institute websites and social media
- Updating databases

MINIMUM QUALIFICATIONS

- Computer Science, design, digital communications, or programming experience for a group or organization
- Experience using social networking outlets like Facebook or Twitter to implement public information strategies for organizations
- Demonstrated interest/experience in under-served communities
- Experience in webpage design and with web design software like Adobe Dreamweaver
- Outstanding attention to detail
- Ability to work independently
- Ability to get along and work well with others

EDUCATIONAL BENEFITS

This is a hands-on position that will provide the student with designing and putting together a complex, multi-unit, functional webpage from various, unlinked component pages. The student will learn how to provide information to meet the needs of a multi-faceted, demanding audience: Students, academic researchers, community members, and casual internet users interested in indigenous health issues.

HOW TO APPLY

Please send resume and cover letter of interest addressing qualifications to cchar@uw.edu.