

# WEB DESIGN STUDENT ASSISTANT

Extension and International Programs Fellows Program  
Extension and International Programs  
Office of Marketing and Communications

## Job Description

Extension and International Programs is seeking a **Web Design Student Assistant** who is enthusiastic about building clean, professional web sites within the campus-approved CMS system and templates.

Designers with web experience preferred. Graphic designers are encouraged to apply and should understand they will be designing for the web and mobile and its respective constraints.



**Job area:**  
**Web Development**



**Up to 20 hours  
per week when  
classes are in session  
and up to 40 hours  
per week  
during breaks,  
Monday-Friday,  
8 am-5 pm**

## Duties:

- Basic maintenance of websites, designing and coding
- Updating content on websites
- Researching latest web technology and website features
- Photo/color correction
- Building websites while adhering to branding guidelines

## Requirements:

- Proficiency in Adobe Photoshop
- Basic computer skills with a PC/Mac, Microsoft Office
- Working knowledge of HTML, CSS and JavaScript
- Aesthetic eye for layouts, color, composition and mobile- and user-friendliness

## Plus Experience:

- Knowledge of accessibility compliance
- Working knowledge of a CMS environment like OmniUpdate
- Knowledge of jQuery and Bootstrap
- Photography experience
- Social media management experience
- Video editing experience
- Graphic design experience utilizing Adobe Creative Suite
- Digital advertising experience
- Google Analytics experience

***\*If you have a portfolio link or examples of your work, please include with your resume/application.***

## MORE INFORMATION ON EIP STUDENT FELLOWS

To view all available positions, visit our EIP Student Fellows website: [fellows.fullerton.edu](http://fellows.fullerton.edu)



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