

<b>JOB TITLE</b>	Web Specialist		
<b>DEPARTMENT NAME</b>	Burke Museum of Natural History and Culture		
<b>JOB LOCATION</b>	UW – Seattle, Burke Museum		
<b>CONTACT/SUPERVISOR</b>	Cassy Jarvis		
<b>PHONE NUMBER</b>	<i>E-mail only, please</i>	(Complete 10-digit number)	
<b>EMAIL ADDRESS</b>	cbeekman@u.washington.edu		
<b>BOX NUMBER</b>	353010		
<b>EMPLOYMENT PERIOD</b>	Summer Only [ <input type="checkbox"/> ]	Sum & Acad Year [ <input type="checkbox"/> ]	Acad Year Only [ <input checked="" type="checkbox"/> ]
<b>HOURS PER WEEK</b>	Sum: 40 hrs/wk [ <input type="checkbox"/> ]	up to 19 hrs/wk [ <input type="checkbox"/> ]	Acad Yr: up to 19 hrs/wk [ <input checked="" type="checkbox"/> ]
<b>RATE OF PAY</b>	\$12/hour (Compliance with current UW Student Pay Schedule)		

**Duties and Responsibilities:**

- Help to maintain the Burke Museum Web site.
- Program Web pages using HTML, PHP, JavaScript, CSS, and XML, and integrate multimedia assets and applications into the site.
- Produce Web site graphics using Adobe Photoshop.
- Run monthly statistics reports and backup the site monthly.

**Minimum Qualifications:**

**REQUIRED:**

- Knowledge of HTML
- Some experience with creating Web graphics
- Ability to communicate about work effectively and responsibly.
- Attention to detail, to ensure quality assurance of Web site

**DESIRED:**

- Experience with FTP
- Experience with Adobe Photoshop
- Knowledge of JavaScript, CSS, and/or XML

**Educational Benefits:**

Learn basic Web skills that make you a marketable candidate after graduation! Get a behind-the-scenes look at how museums work!

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**OFFICE USE ONLY**

Job Class Code: 0875 0872 Grad: 0881 0882 0883  
 51% Comp. to Classified: Yes [  ] No [  ]  
 State [  ] Federal [  ]  
 Open [  ] Closed [  ]

**JOB NUMBER:**

11BMUS37
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**JOB CATEGORY:**

TECHNICAL
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