

JOB TITLE	CSDE Work-Study Web Assistant		
DEPARTMENT NAME	Center for Studies in Demography and Ecology (CSDE) http://csde.washington.edu/index.php		
JOB LOCATION	Raitt Hall 218D		
CONTACT/SUPERVISOR	David Hyllegard		
PHONE NUMBER	206-543-9525	(Complete 10-digit number)	
EMAIL ADDRESS	davidhyl@u.washington.edu		
BOX NUMBER	353412		
EMPLOYMENT PERIOD	Summer Only []	Sum & Acad Year [X]	Acad Year Only []
HOURS PER WEEK	Sum: 40 hrs/wk []	up to 19 hrs/wk []	Acad Yr: up to 19 hrs/wk [X]
RATE OF PAY	\$12 (Compliance with current UW Student Pay Schedule)		

The Center for Studies in Demography and Ecology is seeking to hire an undergraduate work-study student as a **Web Assistant** 8-10 hrs/wk. CSDE supports population research and training at the University of Washington <http://csde.washington.edu/index.php>. The Web Assistant serves in the Information Core, which provides information services to affiliated faculty, graduate fellows and staff, and is responsible for the CSDE website. This is a great opportunity to gain web experience at an interdisciplinary center on the Quad.

Duties and Responsibilities:

Primary Responsibilities:

- Help maintain and enhance Center website (HTML, CSS, SSI)
- Gather and post information on the website

Other Duties (training provided):

- Assist with e-newsletter which is displayed on website
- Update websites for a few faculty affiliates
- Create small websites if needed by the Center
- Take photos for webpages
- Provide some basic technology support
- Other duties as necessary

Minimum Qualifications:

Required:

- Experience in web design: HTML, CSS, SSI (useful)
- Experience in some editor such as Dreamweaver, TextPad or GoLive
- Should be comfortable working in straight code, HTML & CSS

Desirable:

- mySQL
- PHP
- Experience with Publishing software: (such as) Photoshop, InDesign, PowerPoint
- Word, Excel, Windows, Microsoft Office
- Art or graphics experience

Not required but useful skills or interests:

- JavaScript
- XML
- Experience with hardware and software installation
- UNIX / Linux – interested in working with or learning

Educational Benefits:

- Develop skills in teamwork and communication
- Experience in maintaining sophisticated website with various applications
- Experience working with several types of computer/internet programming codes

OFFICE USE ONLY

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

Open [] Closed []

JOB NUMBER:

11CSDE05

JOB CATEGORY:

TECHNICAL