

WEB

POSITION AVAILABLE

DESIGNER

JOB DESCRIPTION

The Women's Center is seeking a dynamic student worker (not work study) for our Web Designer position. All qualified students are encouraged to apply.

DUTIES INCLUDE:

- Management and development of Women's Center website
- Regular continuity checks to ensure that all pages are loading and links are active
- Regular updates of social media sites to include Facebook, Twitter, Tumblr and Instagram
- Assist with general publicity efforts
- General office support and other duties as assigned
- Provide excellent customer service to callers & visitors

WOMEN'S CENTER

Division of Student Engagement
and Enrollment Services
1000 Webb Center
757.683.4109
womenctr@odu.edu
<http://www.odu.edu/womenscenter>



REQUIREMENTS INCLUDE:

- Working knowledge of Dreamweaver and other web content management systems
- Basic knowledge of HTML
- Skilled in Microsoft Office Suite, Photoshop and Adobe Pro
- Must be available to work 20 hours per week
- Creative, friendly, dependable and able to work independently with minimal supervision

PREFERENCES

- Two year commitment
- Interest in women's issues
- Adobe Illustrator and InDesign

POSITION BEGINS MAY 2013

Position open until filled. Applications available in the Women's Center and on our website.

FOR MORE INFORMATION:

womenctr@odu.edu