Hiring Manager Name & Title: Kimbley Standifer, Asst. Director – Center for Instructional Technology and Training
Unit: UFIT – Training
Title of Internship: Web Assistant

Brief Description of Internship (please include physical location of the job):
Individual will assist web designers and training staff with creating visually appealing websites and accessible course content using tools to proof, detect and correct errors in web and course content.

Specific Duties:

- Review web content and use accessibility tools to create websites that are ADA compliant
- Edit websites in web content management system using HTML and CSS
- Ability to deliver quality customer service

Hours Per Week: 10 - 15 hours per week
Hourly Rate: $13.00/hour
Work Location: HUB 224

Qualifications Needed:

- Ability to work with various teams
- Detail oriented
- Great communication skills
- Preferred knowledge of web programming languages such as HTML and CSS

Learning Objectives:

By the end of the internship the student will be:

- Able to create accessible websites
- Be familiar with web content management systems supported by UFIT
- Use SiteImprove to identify and address accessibility issues on the web
- Demonstrate openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals’ differences to communicate complicated or technical ideas to a broad group of people
• Develop an understanding of career field of interest, including the skills, responsibilities, and career trajectory of professionals; specifically, by creating and editing web content