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

Brief Description of Internship (please include physical location of the job):
Individual will assist web designers with creating visually appealing websites and use web accessibility tools to proof, detect and correct errors in web 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: $12.00/hour

Work Location: HUB 221

Qualifications Needed:

• Ability to work with various teams
• Great communication skills
• Knowledge of web programming languages such as HTML and CSS

Learning Objectives:

By the end of the internship the student will be:

• 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
• Learn and analyze web content and use SiteImprove accessibility tool to create websites that are ADA compliant
• Learn and construct websites in web content management system using HTML and CSS
• Develop an understanding of career field of interest, including the skills, responsibilities, and career trajectory of professionals; specifically, by creating and editing web content