

Technology Services
Office Assistant / Web Content Editor

Enterprise Applications is looking for a highly motivated student with great attention to detail for two web projects this semester. One project involves working on accessibility issues with our websites. Another project involves helping to migrate content from our old content management system to our new one. Both projects require a high-level of quality work and thoroughness. Duties will include, but are not limited to:

- Building out web page shells to provide a page structure in our new CMS similar to our old CMS
- Copy/pasting information from our old CMS to our new CMS
- Downloading pictures from our old CMS and uploading them to our new CMS, complete with general descriptions of the pictures
- Creating menu structures for sites in our new CMS
- General review and quality assurance checks on content

No experience is necessary, but familiarity with computers, editing, and content management systems is helpful.