



Web Assistant Spring 2023

Web Assistant

Working directly with the Health Communications Coordinator, you will have the opportunity to maintain departmental websites, create and design new webpages, and assess and redesign old webpages.

What you will do:

Maintain Health Promotion & Wellness, Counseling & Psychological Services, Student Health Services, Basic Needs, and Gator Health websites

Create and develop new webpages and redesign old webpages with engaging layouts

Monitor web accessibility for all sites

Assess and review all content before pushing live edits to websites

Collaborate with HPW Team on website projects

What it takes to be successful in this role:

You are committed to learning and growing personally and professionally

You enjoy thinking of creative ways to design concise webpages that have lots of information

You have experience creating and/or maintain a website with multiple pages and layouts

You know and/or have experience with Program Management software, Google Analytics and UI/UX designs

You have a strong attention to detail

You like working independently without direct supervision on a day to day basis

You are organized, like meeting deadlines, and a good communicator

You have an interest in health and wellness