Web Assistant
Spring 2024

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
Develop HPW content for the SFSU Mobile App
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