



## **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