



## **Web and Digital Design Assistant AY 25-26 Spring 2025**

### **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. You will also have an opportunity to add GatorHealth & Well-being events to the SFSU University Calendar, and the SFSU Mobile App.

### **What you will do:**

Maintain Health Promotion & Wellness, Counseling & Psychological Services, Student Health Services, and GatorHealth (GHW) websites

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

Monitor web accessibility for all sites

Create accessible PDFs

Develop and update GHW content for the SFSU Mobile App

Develop and update GHW content for the SFSU University Calendar

Track website key performance indicators (KPIs) and contribute to end of semester reports

Assess and review all content before pushing live edits to websites

Collaborate with HPW and GHW Teams on web and mobile app 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