

Graduate Assistantship – Web Development

The Graduate Assistant for Web Development is a joint endeavor of all offices within efactory's umbrella. The position is for fall, spring and summer semesters (although summer is negotiable).

The graduate assistant will work in efactory and is supervised by the Director of Marketing and Communications.

The GA is to assist efactory in attaining its objectives through updating, maintaining and creating a current, dynamic website that utilizes web best practices.

Requirements

- Meet all eligibility requirements as stated by the Graduate College for a Graduate Assistantship (<https://graduate.missouristate.edu/currentstudents/Assistantships.htm>)
- Must be available to work 20 hours per week between the hours of 8 a.m. – 5 p.m. during summer, fall and spring semesters; schedule may change each semester to accommodate class schedule
- Working knowledge of software products/applications, like Microsoft Word and Word Press is required
- Must have strong professional written and oral communication skills; be detail oriented and organized
- Ability to take direction, work independently and produce results
- Ability to maintain confidentiality of work conducted at efactory

Preference will be given to candidates with:

- Knowledge/experience with Elementor
- Knowledge/experience with development or implementation of graphic design and branding elements
- Knowledge/experience with web analytics

Primary responsibilities include:

- Maintain all efactory webpages on Word Press
- Update student employment webpages on Omni
- Evaluate web user experience and propose updates to pages
- Create dynamic web pages that move users to action

To apply

Complete and submit ALL of these documents via email to NickiDonnelson@MissouriState.edu

- 1) Cover Letter
- 2) Link to previous work
- 3) Resume