

## STUDENT ASSISTANT OPPORTUNITY (PAID)

# Web UI and Developer

*University Communications, University at Buffalo*

University Communications is a highly creative environment that is charged with UB's marketing and communications (both print and web). We are responsible for conceptualizing and implementing innovative approaches to digital communications. We work in a team environment to create and maintain the official UB home page ([www.buffalo.edu](http://www.buffalo.edu)) and the supporting pages/sites of our top level web, UB's mobile presence ([m.buffalo.edu](http://m.buffalo.edu)), UB's social media presence many other challenging, cutting-edge projects. We have an opportunity to showcase our university—its mission, its messages, and its people—to each e-visitor, while at the same time helping that visitor achieve the specific purpose of his or her contact with UB.

**We are looking for a highly motivated, dedicated, critical thinker to work up to 20 hrs/week.**

### RESPONSIBILITIES:

#### **Assist maintaining web sites that support and deliver content on UB's top level web and other University at Buffalo web sites**

E.g. Applying solutions developed by the Web Interface Designer and Web Applications Programmer that address the user-experience and communication needs of the projects.

#### **Assist supporting users of the UBCMS**

E.g. Helping UBCMS users and providing solutions as needed.

#### **Assist maintaining university-wide social media sites**

E.g. UB's Facebook, Instagram, Pinterest and YouTube

#### **Support and project logistics**

E.g. Coordinating information access and dissemination, building and populating templates for site Information Architecture and Content Strategy

### QUALIFICATIONS SKILLS:

- *Please note: this is NOT a programming position, it is a critical to have User Interface and visual skills*
- Must have strong user knowledge of Web, Mobile, and Social Media platforms
- Expertise with website development and creating user-center designs essential
- Must demonstrate strong visual sensibilities
- Experience with PhotoShop and image manipulation
- HTML hand-coding, developing CSS templates and cross-browser compatibility experience essential
- Experience with Google Analytics a plus

### OTHER:

- Desire to learn and explore new and existing technologies
- Must be a critical thinker, with strong organizational skills and attention to detail
- Excellent written and verbal communications are essential
- Effective time management and adherence to deadlines
- Keen sense of individual responsibility and initiative.
- Self directed
- Enthusiastic team player and strong people skills.

### TO APPLY:

1. Send resume and cover letter to [rebecca@buffalo.edu](mailto:rebecca@buffalo.edu)
2. Fill out the Web UI and Developer application form at <http://bit.ly/17oLWH2>

**Deadline for applications is March 15, 2013. Start date is flexible.**

*The University at Buffalo is an Equal Opportunity/Affirmative Action Employer*