Web Content Intern
College of Engineering

The Web Content Intern will support web content including creation, testing, revision and management of website content for the College of Engineering and its departments, centers and research groups. The Web Content Specialist will ensure website content is complete and accurate by creating, revising, testing, conducting quality assurance and maintaining both the content and layout. This position requires logical thinking, attention to detail, ability to work independently, ability to organize multiple priorities, excellent verbal and written communication skills, team working skills and the ability to be responsive under time pressure.

Duties:
- Assist with maintenance of existing websites
  - Posting news stories
  - Updating content and imagery
  - Assisting with basic programming of forms and other web applications
- Transition existing websites to WordPress as needed
  - Utilize and improve established themes
  - Move content and imagery from old website to WordPress

Requirements:
- Strong hand-coding ability for CSS and HTML
- Experience using SFTP software
- Proficiency with UD GoogleApps - Docs and Spreadsheets
- Familiarity with Photoshop or other image editing software
- Knowledge of image editing to resize, slice and optimize
- Excellent customer service and interpersonal communication skills
- Strong written and verbal communication skills
- Superior attention to detail with ability to switch between projects easily
- Time management skills, exhibited by ability to complete tasks independently and request assistance when needed

Preferred:
- Ability to hand-code JavaScript and jQuery
- DreamWeaver and WordPress experience
- UX/UI/Information Architecture proficiency
- Strong typography and design skills
- Experience creating technical documentation and training end users

Compensation:
- $12 per hour
- 10-15 hours per week
- Hours are flexible and working remotely is allowed, but most work must be completed during office hours: Monday-Friday, 8am-5pm.
To Apply:
Email a cover letter, resume, and work examples to annlew@udel.edu

Employment offers will be conditional based upon the successful completion of a criminal background check. A conviction will not necessarily exclude you from employment. The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members and Women. The University's Notice of Non-Discrimination can be found at www.udel.edu/aboutus/legalnotices.