



Russian Flagship Program

UNIVERSITY OF WISCONSIN-MADISON

Website/Interactive Media Student Assistant

Spring 2018

POSITION DESCRIPTION AND RESPONSIBILITIES

Assist with designing and developing a revised website for the UW-Madison Russian Flagship Program by:

- Transferring content from the current site to a new platform (from Drupal to WordPress)
- Creating interactive content that responds to input and interacts with users (in the form of text, images, animations, video, audio, games, quizzes, etc.)
- Performing other administrative duties as needed

REQUIRED QUALIFICATIONS

- Previous experience using WordPress
- Previous experience in website development, business, marketing, or design (acquired in class, work, or volunteer settings)
- Knowledge of HTML, CSS, and JavaScript
- Basic graphic design skills, including knowledge and experience with Adobe Photoshop
- Excellent written and oral communication skills
- Organized and detail-oriented
- Flexible and creative
- Willing to work in a team environment

DESIRED QUALIFICATIONS

- Majoring in Computer Sciences, Communications Arts, or a related field
- Interested in languages and international area studies

SCHEDULE, COMPENSATION, AND SUPERVISOR

- Schedule: The position will begin the week of April 2 and continue through the remainder of the spring semester; applicant must be available to work 5-6 hours per week; flexible schedule with at least 4 hours required Monday-Friday between 9:00 am and 5:00 pm
- Hourly rate: \$11.00
- Supervisor: Laura Marshall, Russian Flagship Program Coordinator

To apply, please submit a cover letter and resume in PDF format by 5:00 pm, Monday, March 26 to Laura Marshall (laura.marshall@wisc.edu), or in person in 1336 Van Hise Hall.