

**Job Description:** Web Developer/Webmaster & Multimedia Assistant

**Calendar**

Graduate Studies has an immediate need for a dynamic and motivated graduate student to fulfill the position of Web Master and Multimedia Assistant. The ideal candidate will have extensive professional and practical experience with website development and maintenance.

**Duties**

- Upgrade and regularly update the Graduate Studies website
- Develop and maintain communications between individuals and departments
- Provide administrative support focused particularly upon the scheduling of orientation and training meetings and workshops for graduate students.
- Potentially assist Graduate Studies and associated graduate student services in producing learning objects and web-based interactive instructional materials to provide both synchronous and asynchronous learning opportunities in best practices for graduate teaching, academic integrity, and other issues vital to graduate education.

**Requirements**

- Applicant must be enrolled in a degree seeking graduate program at the University of New Mexico for a minimum of 6 (six) credit hours and be in good academic standing.
- Preference will be given to candidates who are available to work during Spring 2015 (January - May) and Fall 2015 (August - December).

**Minimum Qualifications**

- Experience creating and managing complex websites.
- Experience using UNM's Web Content Management System (Cascade Server).
- Experience with HTML and CSS programming.
- Ability to work collaboratively and cooperatively with a diverse team of peers and professionals

**Preferred Qualifications**

- Experience building or supporting a UNM website.

- Familiarity with Google Forms and Google Calendar.
- Experience with Articulate Studio Pro.
- Experience with Camtasia.
- Familiarity with web conferencing technology (Adobe Connect preferred).
- Experience using Adobe Acrobat Pro.
- Experience with multimedia technologies.
- Proficient in Microsoft Word and Power Point.

**Desired Qualifications**

- Ability to develop additional online tools and technological solutions as needed.
- Detail-oriented with strong organizational skills.
- Strong written and verbal communication skills.
- Experience with the Adobe Creative Suite.
  
- Understanding of instructional design principles.

To Apply

Please send a cover letter and resume to:

Dr. William Gannon

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