

IT Assistant / Web Technician

Part-time position (in-house)

Employer: Center for Health Enhancement Systems Studies

Address: 1513 University Avenue Madison, Rm 4135, Wisconsin 53705

Website: <https://chess.wisc.edu/chess/>

Pay: \$10.00-\$11.00/hr

of Positions: 2

Deadline: 02/05/2015

Position is for both undergraduate and graduate students

Contact Information

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Description

Position includes flexible hours, Monday through Friday, between 8:30AM and 5:00PM, with approximately 10-15 hours per week.

Job Description: Gain some real world experience. Work as part of a team to provide systems support to faculty, staff, and study participants. Assist in website maintenance and programming as well as provide support for multimedia production and web optimization. The most important attributes required for this position are good communication skills, attention to detail, and a motivation to learn computer programming.

Knowledge/Skills: Knowledge of HTML and CSS is required. Knowledge of a programming language is strongly desired. Prior experience in technical support and Adobe products is a plus.

Duties include: Website maintenance and content updating via document management systems. Contribute to website and mobile application programming as well as aid with systems preparation, diagnostics, and troubleshooting. Assist with inventory management processes, device life-cycle maintenance, and general software support.

Send your resume and cover letter to susan.dinauer@chess.wisc.edu.