WEBSITE ASSISTANT

What Website Assistants Do:
- Design, test, and implement changes to the Law Library’s website (Microsoft SharePoint CMS; LibGuides CMS) and the Law Library’s online catalog (Innovative Interfaces Inc. Sierra)
- Assist in revising, enhancing, expanding, maintaining, and testing usability of the Law Library’s online interfaces (website, public catalog, legal research guides, links to legal resources, etc.)
- Implement new web technologies and standards as needed
- Edit, scan, and create documents and documentation as necessary
- Work under the supervision of the Head of Scholarly Publishing & Intellectual Access

What Website Assistants Get:
- Hands-on experience with products from leading library software providers, such as Innovative Interfaces Inc. and Springshare LLC
- Applied understanding of the importance of web maintenance and development in providing a high level of service to library patrons
- Opportunities to collaborate with Law School Information Technology (LawIT) staff to implement enhancements

Required Qualifications:
- Currently enrolled University of Michigan School of Information graduate student
- The ability to work 10-12 hours a week between 8 a.m. and 5 p.m. Monday-Friday for at least the first month, after which point a partial shift of schedule may be possible
- Experience and skills in website maintenance
- Solid knowledge and experience working with HTML/XHTML, XML, CSS, and JavaScript

How to Apply:
1) Read the information and complete the application form at the following url: http://www.law.umich.edu/library/about/Pages/Law-Library-Jobs.aspx.
2) Send resume and availability form to: lawlibraryjobs@umich.edu. An online portfolio including samples of previous work is strongly encouraged.

Pay Rate: $12.00/hour

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