WEBSITE ASSISTANT

Job description:

- 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.

Qualifications:

 Applicant MUST be a University of Michigan School of Information graduate student. Ability to work 10-12 hours a week. Initially must work between 8 a.m. and 5 p.m. Monday-Friday; a partial shift of schedule may be possible after the first month.

Applicant must have experience and skills in website maintenance, as well as solid knowledge and experience working with HTML/XHTML, XML, CSS, and JavaScript.

Applicant must submit a resume with their application. Online portfolios including samples of previous work strongly encouraged.

Pay rate: $12.00/hour