Student Web Assistant

Department: Resident Life
Unit: Creative Services

Job Overview:

Join our dynamic Creative Services team at the Department of Resident Life and contribute to enhancing the online experience for our community! As the web assistant, you'll be at the forefront of creating, managing, and designing the department's web pages and other digital projects. Build a portfolio highlighting your skills and learn industry standard tools for content management (Drupal), design (Adobe Creative Suite, Figma), work management (Asana), and more!

Key Responsibilities:

- Assist in creating, maintaining, and updating pages on Drupal websites
- Pitch and present ideas for website enhancements, user experience improvements, and other digital initiatives
- Conduct user experience (UX) evaluations on our digital platforms
- Learn and implement web accessibility standards
- Assist in analyzing website analytics using Google Analytics
- Attend weekly one-on-one meetings with supervisor

Qualifications:

- Enthusiastic about web and UX design
- Basic knowledge of design tools and principles
- Communicates effectively and promptly
- Shares ideas and feedback proactively
- Familiarity with HTML/CSS (preferred)

Schedule: Hybrid, flexible, part-time hours to accommodate academic commitments.

Pay: $15 per hour

Expected hours: 10–12 hours per week

To apply: email drlcreativeservices@umd.edu with your resume and an example of your work