



STUDENT ASSISTANT FOR INFORMATION SYSTEMS ROCKEFELLER INSTITUTE OF GOVERNMENT

SCOPE:

The Student Assistant for Information Systems will provide temporary technical skills and support for the creation of new Rockefeller Institute of Government website.

DUTIES:

- Migrate current contents of RIG website over to new platform using established website template
- Create additional pages and content as directed
- Identify and troubleshoot problems on new website, including broken links
- Proofreading pages for accuracy and readability
- Data/report uploading to server and linking to pages
- Graphic design

FUNCTIONAL RELATIONSHIP:

The Student Assistant for Information Systems works closely with all Rockefeller Institute staff, Administrative Systems and Computer Services at SUNY System Administration, and vendors.

SUPERVISION:

The Student Assistant for Information Systems will report directly to the Institute's Chief of Staff.

MINIMUM QUALIFICATIONS:

Required: Excellent proficiency with the Microsoft Office suite of products. Excellent working knowledge of Windows 7 & 8 operating systems. Proven experience creating new web pages and editing existing pages within a live website. Experience coding in HTML, CSS, and Java. Strong interpersonal, problem solving, and organizational skills. Ability to establish and maintain cooperative working relationships with diverse levels of staff. Demonstrated ability to handle multiple projects simultaneously and efficiently. Excellent written and verbal communication skills. Ability to find technical solutions to a variety of information system related issues. Some knowledge of graphic design.

Preferred: Experience with WordPress or similar website platforms

Salary: \$14 an hour, maximum of 20 hours a week.

Send cover letter and resume with examples of web pages created to heather.stone@rockinst.suny.edu