



JOB TITLE: Web Intern

REPORTS TO: Director of Information Technology

FUNCTION: This position will assist in the development and maintenance of agency websites.

ESSENTIAL DUTIES*:

- Work with IT staff to develop and maintain website functionality
- Work collaboratively with agency staff in designing and developing website content
- Communicate effectively with IT and other agency staff regarding status of tasks and projects
- Attend meetings with supervisor and other agency staff
- Manage and prioritize work flow effectively

*Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

EDUCATION AND EXPERIENCE:

Bachelor's degree students in informatics or related field preferred. Candidates should possess the following:

- strong technical skills and the ability to quickly learn new products
- strong organizational and planning skills
- excellent oral and written communication skills
- excellent problem solving and collaboration skills
- an appreciation and respect for confidentiality of information
- a minimum of one year experience with Adobe design and web products (Illustrator, Flash, Photoshop, Dreamweaver) and HTML
- a minimum of one year graphic design experience
- video editing, animation, SQL, and XML experience is a plus
- experience building prims and scripting in Second Life is a plus

HOURS: 15-20 per week