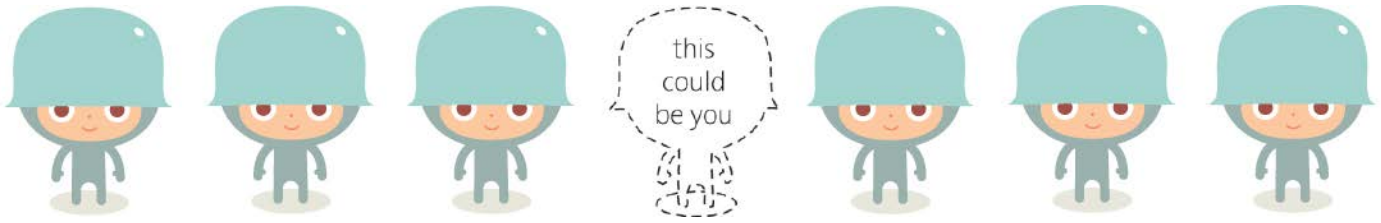
Web Assistant (Work Learn Student Position)



Number of openings: 1
Salary/Wage: 19.84/hr
Hours per week: 10

Job Description

UBC Information Technology (UBC IT) www.it.ubc.ca provides IT strategy and services to the UBC campus community to enable world-class teaching, research, and learning. Reporting to the Communications Manager, the position works closely with the IT Service Centre, and has contact with various groups and positions within UBC IT as well as other departments on campus. The Web Assistant resides within the Communications Team, and will provide support on updating and maintaining the UBC IT website and applications.

Role and Duties

- Performs website updates through a web-based content management tool (Drupal and Wordpress).
- Assist with implementation of large scale changes to major services and websites
- Manages content assets for the website, including images, copy, and documents.
- Ensures web content is accurate, relevant, and presented in the most concise manner and adheres to the UBC's Common Look and Feel and UBC IT Style Guides
- Consults with service owners and gathers requirements needed for changes to web content
- Creates metric reports for enterprise-level websites
- Creates and maintains web forms and applications
- Responsible for configuration of enterprise search tools (Google Enterprise Search, Microsoft Sharepoint)

- Assists with redesign of websites including re-organization of information architecture and aesthetics
- Assists with creation of mobile-enabled and responsive websites for UBC IT
- Researches and identifies potential applications, plugins and other trending web technologies to enhance UBC IT's website experience
- Other duties as required

Qualifications

- A 3rd or 4th year student at UBC or equivalent experience
- Must have experience with Drupal, Wordpress
- Must have experience with HTML, CSS and web development applications (e.g. Dreamweaver)
- Experience with using and configuring Google Analytics
- Must be able to design within usability and accessibility guidelines
- Must have a solid understanding of responsive design
- Must have experience with creating mobile-enabled sites
- Knowledge of Javascript an asset
- Experience with social media platform configurations an asset
- Knowledge of PHP and mySQL databases is an asset\
- Experience with web graphics and design an asset
- Excellent team player and self-motivated learner
- General knowledge of IT products and services
- Familiar with writing technical and customer-centric
- Strong attention to detail

Student Learning Components (UBC Vancouver Work Learn Program)

- The student will work closely with senior communications members of the team, and the manager of the team who will provide guidance and support to the student as needed
- System Analysts will mentor and consult student throughout their term
- Workplace orientation provided orienting the student to resources within the department, and within UBC
- A mid-term check-in point evaluation will be administered as well as an exit interview
- Exposure to current technologies, such as responsive web designs

- Exposure to industry best practices for IT service management
- Opportunity to develop skills in website development and Drupal which are critical web platforms to learn for any student interested in a career related to web development
- Opportunity to learn how a Content Management Systems (CMS) functions within a large-scale organization
- Strengthen skills in collaborating as a team and working with different stakeholders within UBC IT
- Exposure to industry vendors and opportunity to connect with the IT community on campus
- Opportunity to implement creative web development ideas
- Exposure to numerous IT business groups, enterprise project lifecycle and how projects are completed within a large organization, and IT processes, such as a central IT ticketing system
- The student will learn the importance of flexibility and adaptability in a fast-paced IT environment and will be able to apply that to other organizations
- The student will enhance their project management skills and learn to utilize their own judgment and time management abilities; a series of tasks are assigned and the student makes decisions on how best to execute the tasks
- The student is also encouraged to ask questions and to contribute ideas to improving current IT solutions
- The student will be have an opportunity to apply written and verbal communications skills in a practical sense in this position as their tasks will involve presenting information they have researched (verbally or written) and writing for a business audience, as well as a customer audience

How to Apply

Please send your **cover letter** and **resume** to ubcit.communications@ubc.ca.