Job Description: Web Developer/Webmaster & Multimedia Assistant

Calendar

Graduate Studies has an immediate need for a dynamic and motivated graduate student to fulfill the position of Web Master and Multimedia Assistant. The ideal candidate will have extensive professional and practical experience with website development and maintenance.

Duties

• Upgrade and regularly update the Graduate Studies website
• Develop and maintain communications between individuals and departments
• Provide administrative support focused particularly upon the scheduling of orientation and training meetings and workshops for graduate students.
• Potentially assist Graduate Studies and associated graduate student services in producing learning objects and web-based interactive instructional materials to provide both synchronous and asynchronous learning opportunities in best practices for graduate teaching, academic integrity, and other issues vital to graduate education.

Requirements

• Applicant must be enrolled in a degree seeking graduate program at the University of New Mexico for a minimum of 6 (six) credit hours and be in good academic standing.
• Preference will be given to candidates who are available to work during Spring 2015 (January - May) and Fall 2015 (August - December).

Minimum Qualifications

• Experience creating and managing complex websites.
• Experience using UNM’s Web Content Management System (Cascade Server).
• Experience with HTML and CSS programming.
• Ability to work collaboratively and cooperatively with a diverse team of peers and professionals

Preferred Qualifications

• Experience building or supporting a UNM website.
• Familiarity with Google Forms and Google Calendar.

• Experience with Articulate Studio Pro.

• Experience with Camtasia.

• Familiarity with web conferencing technology (Adobe Connect preferred).

• Experience using Adobe Acrobat Pro.

• Experience with multimedia technologies.

• Proficient in Microsoft Word and Power Point.

**Desired Qualifications**

• Ability to develop additional online tools and technological solutions as needed.

• Detail-oriented with strong organizational skills.

• Strong written and verbal communication skills.

• Experience with the Adobe Creative Suite.

• Understanding of instructional design principles.

To Apply

Please send a cover letter and resume to:

Dr. William Gannon

aireunm@unm.edu

505-277-3488