



**SAN FRANCISCO**  
**STATE UNIVERSITY**

**Job Title: Web Development and Content Management Intern**

Job ID: 73812

Job Reference Number: 00009132

# of Openings: 1

Position open until filled

Days/hours & duration of job: Mon-Fri / 8:00am-5:00pm; up to 20 hrs. per week during semester

Wage/Salary: \$15/hour

Employment Start Date: 11/28/2016

Employment End Date: 05/31/2016

**Job Description:**

The Office of the Associate Vice President for Student Affairs is looking for an intern/student assistant to help with building and/or updating Health Promotion & Wellness, Counseling and Psychological Services, and Student Health Services websites on Drupal, an open source content management system. Assignments may include site building (UI based and does not involve coding), content management, working with Information Technology Services to troubleshoot, and following SF State Web Accessibility Standards.

**Qualifications:**

Candidates must have strong analytical skills, self-motivated, able to work independently and with minimal assistance after being provided with an introductory objective and direction.

Strong communication and writing skills to help with documentation and training tasks. It will be helpful (not mandatory) to have basic knowledge of HTML, CSS, technical writing experience, and some understanding of Information Architecture.

Experience in the following technologies would also be an asset:

Drupal or another web content management system such as Joomla or Wordpress

**Application Instructions:**

Please email a copy of your resume and previous work examples to Jasmine Hunt at [jhunt1@sfsu.edu](mailto:jhunt1@sfsu.edu).