



University IT Web Services

Student Worker Job - Web IT Specialist

The UITs Web Services team is seeking to fill summer & fall 2016 student jobs. If you or someone you know might be interested in one of these positions, please contact Donna Bieg, Campus Web Services Manager, at donnabieg@email.arizona.edu. These positions are highly competitive, so you will want to act quickly. UA Summer job hours run anywhere from 25 - 35 hours weekly, depending on the student's needs. The hours during the school year average 15 hours per week (not to exceed 25 hrs/week).

The UA Campus Web Services team is part of UITs. This team is responsible for arizona.edu, along with providing web hosting and support services for colleges and departments throughout campus. These sites are built using [Drupal](http://drupal.org), which is a web content management system. Students will be mentored by staff members to engage in a variety of tasks related to web hosting, maintenance and support.

Job Description:

The primary role of the Web Service Support Student Worker is to assist in supporting the University's web based solutions, which use the Drupal content management system.

The Web Service Support Student Worker will assist in the following activities:

- Assist with creation of web hosting accounts.
- Correspond with University faculty and staff via email, phone and presentations.
- Scan and test sites for go-live, and document and track test results.
- Update and develop user-centric client documentation.
- Manage and complete personal task queue.
- Develop training materials and provide client training.
- Assist in applying Drupal security updates.
- Participate in evening patching cycles, when available.
- Assist Web SysAdmin and Development staff as needed.

Skills Required:

- Strong organizational skills with the ability to multitask.
- Understand web site design and development concepts and best practices, with the ability to quickly learn Drupal content management system.
- Strong written and verbal communication skills, including technical writing.

- Self-driven with professional approach in working with clients.
- Strong ability to gather and document issues and requirements and translate them into technical web requirements.
- Computer Science or related major.
- Experience developing websites and working in Linux environments is a plus.

Hours:

Summer: Up to 35 hours per week

Fall: 15 hrs average (Up to 25 hours per week)

Start: After May 13, 2016

Department:

Campus Web Services, UITS

Contact:

Donna Bieg

Campus Web Services Manager

donnabieg@email.arizona.edu

Qualified students interested in summer student jobs must be registered as a full time student for the fall semester at the UA.