Title: GRADUATE RESEARCH ASSISTANT (OFFICE)

Job Type: ON CAMPUS STUDENT EMPLOYMENT

Employment Type: PART-TIME

Description:
Applicant must be a graduate student at WSU in good academic standing with a minimum of 3.0 GPA. Students with backgrounds similar to those of project participants are preferred. Interested applicants please send cover letter, resume and copy of transcripts to trio.sss@wichita.edu no later than Thursday April 26, 2018.

Skills:
- Ability to manage, alter content on our Website
- Software Web Management Skills (HTML)
- Ability to adapt to the new CMS (Content management system)
- Ability to learn quickly
- Proficient in Microsoft Office Suite, Adobe Suite and other graphic software
- Good customer service skills
- Ability to organize, prioritize and work on multiple tasks simultaneously
- Ability to complete tasks in a timely manner with minimal supervision
- Ability to pay attention to detail
- Strong verbal and written communication skills
- Ability to keep records and maintain confidentiality
- Experience working with students similar to those served by SSS
- Good judgment and decision-making skills
- Good analytical and problem-solving skills
- Ability and willingness to work flexible hours

Responsibilities:
- Ensure website functionality and perform software updates
- Monitor, assess, and report on website performance
- Ensure domain registration and hosting are current
- Develop and/or update content
- Attend training sessions required by the program
- Complete work assigned by program staff members under the direction of the Director
- Maintain accurate records of time worked in the office
- Follow program policies and procedures
- Perform duties as assigned by the Director