Our Lady of the Lake University
Student Employment Office

Student Employment/Work-Study Programs

Job Description

**Department:**  ITS- ADMINISTRATIVE TECHNOLOGY

**Job Title:**  Web Assistant

**Hourly Pay Rate:**  $7.40

**Job Description/Duties:**  Duties include creating and designing the new online version of the OLLU website under the direction of the Web Manager. Student is responsible for building the web pages and constructing a logical and clean format. Student will also help maintain the pages once they are up and running in our content management system. **May be required to work before semester, mid semester, evenings and weekends.**

**Required Knowledge, Skills, and/or Abilities:**

1. Must have excellent web skills including knowledge of web architecture and construction.
2. Must have excellent proofreading skills, effective people skills, organizational and management skills.
4. Knowledge of Adobe Printshop is helpful.

**Preferred Major:**  Computer Systems related

**Supervisor/Contact:**  Lizette Yanes-Lew

**Location:**  SMH 212

**Phone:**  (210) 434-6711  **Extension:**  3947