
STUDENT EMPLOYEE JOB DESCRIPTION

JD# 471 LCDI

Supervisor: Joseph Williams
Department: LCDI
Position Type: Federal Work-Study Program Part-Time Student Employment

JD#: 471 LCDI
Job Level: 3
Pay Rate: \$10.90

Posted Job Title: Web Designer for the Senator Patrick Leahy Center for Digital Investigation (LCDI)

Job Description: Student will be responsible for creating the look, layout and features of the LCDI website and maintaining LCDI webpage and various webpages the LCDI hosts. Student will write, edit content on webpages, maintain any and all updates on webpages and design the LCDI newsletter for dissemination. The position works directly with the LCDI Graphics Designer and the LCDI Communication Assistants.

Their duties include, but aren't limited to, the following:

- Quality Assurance testing across the Champlain Web.
- Web production within a Content Management System. This includes editing existing pages and creating new pages.
- Plans site design by clarifying goals; designing functionality.
- Writing and editing content on webpage
- Designing webpage layout, determining technical requirements, and updating websites
- Photography to include updating existing photos/images on the Champlain Web using images from a database as well as potentially taking photos as needed for use on the Web.
- Search engine optimization;
- Designing website's visual imagery and ensuring it is in line with LCDI, and Champlain College branding.
- Other duties and responsibilities may be assigned by LCDI Research Assistant III and/or LCDI Leadership

Required Qualifications:

- Proven web design experience
- Experience in software programming and graphics
- Web design/production experience
- Graphics and Photography creation and manipulation
- Q/A skills – the ability to read sections of the Web and determine that text and images need updating.
- Attention to detail and organization is a must
- Relevant software application or training
- Must be able to work independently with little supervision on some projects.

Additional Preferred Qualifications:

- Possession of creative flair, versatility, conceptual/visual ability and originality
- HTML, JavaScript beneficial
- Good troubleshooting and problem solving skills

How to Apply: Interested applicants should complete an application online: <http://bit.ly/LCDIapplication>
[Interview Times](#)

Approximate Hours per Week: ~6/8 hr/week

Job Location: Miller Center at Lakeside Avenue Campus

Qualified candidates will also be expected to attend a mandatory LCDI Town Hall and staff one LCDI event (i.e. Open Houses, Tech Jam, etc). In order to successfully accomplish the goals of this position, it may be necessary for the student to adjust his/her schedule to accommodate meetings with team members (i.e. monthly training and/or meetings).