Position Description

**Position title:** Web Site Manager / Developer student worker

**Hours/week:** up to 16 hrs. (Monday to Friday)

**Rate of pay:** $12.00 per hour

**Position Summary:** The Confluencenter for Creative Inquiry seeks a part-time, undergraduate student worker to maintain and update its Drupal-based website – Confluencenter.arizona.edu. The Web Site Manager/Developer duties include uploading content, updating modules, creating new pages using modules, backing up the site using the Drupal interface, and other duties as required. Drupal, HTML, PHP, and CSS skills are required along with a positive, can-do attitude. The position will be available January 2021.

**Duties:**

- Maintains web site layout and design
- Ensures usability and accessibility on the web site
- Consults with content providers
- Uploads text, graphic, and video content as required
- Edits web site content as required
- Adds and updates modules and maintains web site architecture using Drupal
- Backs up the site using the Drupal interface
- Participates as a team member and performs other duties as required.

**Skills needed:**

- Knowledge of web site graphics and/or development software
- Knowledge of web site architecture
- Knowledge of web site standards and protocols including usability and accessibility standards
- Skill in editing web site content
- Knowledge of HTML, PHP, and CSS
- Ability to work with Drupal interface
- Ability to work with diverse team members
- Ability to communicate effectively verbally and in writing
- Organization – ability to be organized in order to meet deadlines

Please note that the Confluencenter supports some activities that occur during the evening and occasionally on weekends. We will ask you to assist at some of these events if you are available, and we will adjust your regular work hours accordingly.