

 This is how a student may see your job posting.

# Internship- Web & Communication Designer

## Position Type

Internships, Workstudy

## Desired Class Level(s)

Undergrad- First Year, Undergrad- Second Year, Undergrad- Junior, Undergrad- Senior, Masters Candidate

## Work Authorization

U.S. Citizen or U.S. National

## Desired Skills

Personable   Highly Reliable   Punctual   Adobe

Microsoft Office applications

## Description

The Office of Financial Aid is looking for a student intern to maintain and update their website and office communications.

Duties include, but are not limited to:

- Writing and editing content
- Designing web page layout
- Determining technical requirements
- Updating website
- Creating back up files
- Solving code problems
- Updating office communications content and graphics
- Image Financial aid and Records documentation into ImageNow

## Important Dates

### Posted On:

May 30, 2018

### Application Deadline:

Aug 28, 2018

## Contact Information

Ms. Heather L

Hensgen

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- Office of Financial

Aid

Financial Aid

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Tech

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