



Job Title: Web Content Student Assistant

Employment Status: Part-Time/Student Worker

Salary: Starting at \$15.00 per hour

Important Information: This position is only available to PAU Students.

Supervision Received: Supervision is received from the Director of Web & Enterprise Applications

Job Description

The Web Content Student Assistant position provides an opportunity to develop relevant skills in web content design, creation and editing while supporting the web and marketing goals of Palo Alto University. Duties and responsibilities will be determined on an ongoing basis by the Director of Web and Enterprise Applications based on current needs. Duties include:

- Edit and create content based on help-desk tickets that come in from other departments using Drupal CMS.
- Prepare photos for use on the web site by cropping, resizing or modifying based on current specifications.
- Create PDF documents and forms using Adobe Acrobat.
- Monitor website optimization and SEO. This will include fixing broken links and other errors that are reported weekly by Moz Pro.
- Assist with maintenance of the myPAU portal.

What We Can Offer You

- Flexible hours to accommodate your course schedule.
- Ability to work from home
- Learn or expand your knowledge of Drupal CMS and other web tools.

Required Qualifications

- Strong writing and editing skills
- Experience with style guides, business writing and online editing
- Basic understanding of HTML and Adobe applications

To apply for this position please submit resume and brief cover letter to Karen Savage, Director of Web & Enterprise Applications. ksavage@paloalto.edu