

**Student Assistant Position (on campus)**

**Graphics Arts / MultiMedia Design**

**Immediate Opening, Flexible Hours**

***Website / Administrative Assistant:*** Student Assistant needed to assist with new College of Engineering website, which is under construction using a content-management system. Student will assist in layout and design of content pages (not of the general website), post information to the website using a content management system, produce and improve photographs, produce graphics and generally trouble-shoot and improve layout.

Student will also support Dean's Office operations including make photocopies, complete word-processing and excel assignments, answer phones, greet visitors, make on-campus deliveries, do filing, help with event logistics and other office tasks as needed.

Intermediate knowledge of Adobe PhotoShop and demonstrated ability in layout and design is required. Experience working with websites on some level is preferred, but is not required.

A very basic working knowledge of HTML is preferred, but is not required (no HTLM programming is required).

Knowledge of Micorsoft Office Word and Excel is required.

Pay: $9/hour, hours are flexible to accommodate your class schedule.

***How to Apply:***

Email cover letter/email and resume to:  **Cindi McClain at: cmcclain@mail.sdsu.edu.**

In the cover email/letter, please make a brief statement about your interest in the job and the hours that you are available to work. This job is expected to last longer than one semester.