

**POSITION ANNOUNCEMENT:
GRADUATE ASSISTANTSHIP
Career Development Center, Technical Support**

Details:

20 hours a week at \$11 per hour with **graduate tuition waiver**

Must be available for training in Spring '11

Must be available for working in Summer '11, Fall '11 and Spring'12

At least one-year commitment is required

Job responsibilities:

1. Create and maintain online applications use for CDC
2. Maintain CDC web pages and online services
3. Maintain CDC database
4. Support OWL CareerLink Database
5. Support 10 workstations in CDC library, 14 staff workstations and related computer peripheral
6. Assist in Career Day activities
7. Assist with on-campus recruiting activities
8. Other assignments as delegated by the Assistant Director
9. Reports to the Assistant Director of Technology of CDC

Qualifications:

1. Must be current graduate student at Florida Atlantic University
2. Experience on MySQL database
3. Networking experience, proficient in Windows XP Professional, TCP/IP, LAN
4. Proficient in website maintenance in HTML, DHTML, JavaScript, PHP, Microsoft Office 2007
5. The candidate must be familiar with Content Management Systems (CMS) in general, and be quick to adapt to new systems and techniques
6. Candidate must be able to follow exact directions and be detail oriented
7. Excellent communication and interpersonal skills
8. Can work independently and manage multiple projects
9. The candidate must be punctual, meet deadlines, be an excellent communicator, be very organized and have strong writing/grammar skills

If interested:

1. Please submit your resume to Elvy Rinaldy, Assistant Director of the Career Development Center at erinaldy@fau.edu
2. Submit your application and resume to FAU job database by going to <https://jobs.fau.edu> and for New Users:
 - To search positions, click the Search Postings link at left
 - To apply for a job, click the Create Application link at left, and then follow the directions

**Resumes will be accepted until January 31st, 2011.
Review of candidates will begin immediately.**