

POSITION ANNOUNCEMENT

GRADUATE ASSISTANT TECHNICAL SUPPORT

TUITION FEE WAIVER AND STIPEND AVAILABLE

Job Responsibilities:

- Create and maintain CDC web pages and online applications
- Create online applications
- Provide support to the OWL CareerLink job database
- Support 10 workstations in the CDC library, 14 staff workstations, and related computer peripherals
- Assist in Career Day activities
- Assist with on-campus recruiting activities
- Other assignments as delegated by the Assistant Director
- Reports to the Assistant Director of Technology of the CDC

Qualifications:

- Currently enrolled FAU graduate student
- Available to work 20 hrs/wk (*Monday - Friday*)
- One year commitment required (Spring '10 to Fall '10)
- Networking experience with Windows XP, TCP/IP, LAN, DNS
- Strong communication skills, oral and written
- Proficient in HTML, CSS, JavaScript, PHP, VB.NET, Office 2007
- Experience with Acrobat, Illustrator, InDesign, and/or Photoshop
- If you have created a software application, please include that information on your resume
- Can work independently and manage multiple projects

For more information contact:
Elvy Rinaldy, Assistant Director
erinaldy@fau.edu

Send Resumes to:
Elvy Rinaldy; Career Development Center, SU 220
or erinaldy@fau.edu



Student Support Services Bldg. Room 220

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