

WEBSITE ASSISTANT

Position Title: Website Assistant

Department: Department of Mechanical Engineering,
Lassonde School of Engineering

Affiliation: YUSA II

Salary: \$ 19.87 / hour

Duration: Contract – Temporary Part-Time

Hours: Up to 24 hours per week

Position Start Date: November 1, 2018 – April 30, 2019

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PURPOSE:

The Website Assistant will work closely with the Chair, Undergraduate Program Director (UPD), Graduate Program Director (GPD) and our Faculty to create current content for the Mechanical Engineering Website. The Assistant creates content, updates the site to reflect and promote the current events, lectures, courses, research and other relevant initiatives of the Mechanical Engineering Department.

MAJOR AREAS OF RESPONSIBILITY:

Website maintenance and updates - 95%

Creates, updates, edits and publishes material on Mechanical Engineering Department's website. Maintains Mechanical Engineering Department's website layout and design and checks for consistency. Ensures the functioning of all links within the website.

Posts content regarding current events in a timely manner and updates the department's mini-calendar.

Acts as a resource to the Mechanical Engineering Department regarding website inquiries.

Draft operational manual for approval that would include how to make content updates and website maintenance.

In addition to the department website it is also required that the Website Assistant update the department's Moodle.

Other Related Duties, as assigned: (5%)

JOB QUALIFICATION AND RELATED SKILL REQUIREMENTS:

Post secondary education in a relevant discipline

Minimum of 1 year of web design experience.

Experience creating, updating and maintaining websites using WordPress.

Experience using Moodle and photo-editing software.

Typing ability 40-50 w.p.m.

Excellent oral and written communication skills.

Ability to work independently and as part of a team

Demonstrated attention to detail.

PLEASE SEND or DROP OFF CV before October 26, 2018.

Professor Zheng Hong (George) Zhu
Chair, Department of Mechanical Engineering
437A Bergeron Centre for Engineering Excellence

Or

Drop off at 437 Bergeron Centre for Engineering Excellence