**Job Summary**

Working Title: Web assistant

Department: ICPSR

Hours: 10-20 hours/week

Timespan: May – August 2019

Wage: $12/hour

Contact: Wendi Fornoff, ICPSR Web Team supervisor, wfornoff@umich.edu

ICPSR seeks summer help with front-end web, social media, and user support. We're looking for someone who is detail-oriented and has good writing and communication skills. We offer a friendly, collegial atmosphere, some flexibility in scheduling, and exposure to a variety of front-end web work.

**Responsibilities**

* 25% perform cross-browser/cross-platform testing to identify display and functionality problems
* 25% adding/correcting video captions
* 25% social media support
* 25% responding to user support requests

**Required Qualifications**

* Excellent verbal and written communication skills
* Ability to pay close attention to detail
* Reliability in attendance
* Ability to work comfortably and effectively as part of a team in a culturally diverse work environment

**It would be great if you had some of these too:**

* Knowledge of web usability
* Experience populating content in a Drupal and/or WordPress environment
* Familiarity with common web usability best practices
* Experience using Google Analytics for web traffic analysis
* Typing/keyboarding skills