



OFFICE OF MINORITY AFFAIRS & DIVERSITY

UNIVERSITY *of* WASHINGTON

Job Listing: Web & Digital Media Student Intern

The UW [Office of Minority Affairs and Diversity](#) (OMA&D) is seeking a self-motivated, quick learner with technical and creative skills to serve as a web and digital media undergraduate intern.

Duties:

- Update OMA&D web sites using WordPress
- Develop new pages and features for OMA&D web sites
- Design advertisements, flyers, images, etc. for print and web
- Participate in updating social media properties and online calendar system

Qualifications:

- UW undergraduate with an interest in digital media, web design, communications or related field
- Must be comfortable in a multicultural and diverse environment; and have an awareness of and sensitivity to issues facing underrepresented communities
- Prior experience updating web sites and knowledge of current web-design trends and techniques
- Strong interpersonal skills, attention to detail and ability to take initiative
- Interest and proficiency in learning new digital media skills
- Familiar with WordPress, HTML5, CSS3, Bootstrap, Javascript, FTP
- Proficient in Microsoft Word, Google Docs, Google Drive
- Intermediate graphic design skills using Adobe Creative Suite (Photoshop, InDesign, Illustrator)

Desired Qualifications:

- Photography skills and proficiency using DSLR cameras
- Familiar with updating social media properties
- Video production/editing skills; Experience using Adobe Premier Pro (or similar video editing software)
- Awareness or familiarity with web site accessibility standards

Schedule:

- Flexible, 10-12 hours per week
- Position term: 2019-20 Academic Year with the possibility of also working 2019 Summer Term. Available for training at end of May 2019.

Closing Date: Open until selected but preference given to applications received by **April 24, 2019**

To Apply: Send cover letter, resume, 3-4 graphic design & web site work samples (or links) and contact information for two references to OMA&D Communications Director Erin Rowley at erowley@uw.edu.