Position: Web Design

Organization: Messiah College

Address 1: Box 3023

Address 2: One College Ave.

City: Grantham

St: PA

Zip: 17027

Contact: Laura Miller

Title: Assistant Director of Institutional Research & Analysis

Phone: 717-796-1800 ext. 3630
Fax: 717-796-5070

Email: lmiller@messiah.edu

Website: www.messiah.edu/offices/research

Majors Desired:

We will accept the following types of students:

Credit    Non-Credit

Yes        No

Do you provide reimbursement for parking costs?

Yes  No

Time Preference:

☑ Part Time

☑ Full Time

☑ No Preference

Compensation:

(Average wage in 2005 - $8/hr)

When Available:

☑ Fall

☑ Spring

☑ Summer

Job/Project Description: Attached

Experience/Skills Desired: Attached
Position: Web Design
Office: Institutional Research
Contact: Laura Miller
Email: LMiller@messiah.edu

Opportunity Offered: Professional Development Experience OR Internship

Job/Project Description:
The purpose of this position is to assist the Assistant Director of Institutional Research and Analysis with designing the new Institutional Research website for Messiah College. The Web Designer will receive training in contribute, research other Institutional Research websites, speak with users around campus to find out what additional information would be useful to include on the webpage, update Messiah's current Institutional Research website, and add pertinent information and visual appeal/design to the website. This position requires a maximum of 4 hours a week in the Fall semester.

At the completion of this position, the Web Designer may:
- Gain knowledge and be familiar with other Institutional Research websites and Higher Education in general
- Learn confidentiality requirements for the distribution of data
- Successfully compile and post data to the website that meets confidentiality requirements
- Create a website that accurately depicts what the Institutional Research office does
- Create a website that is easily navigated by college employees and external agencies to be able to find the information they need quickly and efficiently

Experience/Skills Desired:
- Ability to complete projects in a timely manner
- Well organized, detail oriented
- Experience with using Microsoft Word and Adobe Acrobat
- Good writing, communication, and presentation skills
- Motivated
- Willing to work in a team environment