# Student Job Details

<table>
<thead>
<tr>
<th>Team and/or Unit:</th>
<th>Library Web and User Experience Strategies, Library Technology and Digital Strategies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Web and User Experience Strategies Assistant</td>
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<tr>
<td>Classification Level:</td>
<td>7</td>
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<tr>
<td>Hourly Rate:</td>
<td>16.25</td>
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<td>Available openings:</td>
<td>1</td>
</tr>
<tr>
<td>Hours per week:</td>
<td>10 – 20</td>
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<tr>
<td>Specific time periods required, if any:</td>
<td>NA</td>
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<tr>
<td>Work Schedule:</td>
<td>Flexible - schedule hours between 10 AM and 6 PM; 10 to 20 hours per week</td>
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## Responsibilities/Duties:

The Web and User Experience Strategies assistant works with the Library Web and User Experience Strategies team. The position assists with various aspects of the team's work, including:

- Gathering and documenting requirements for library web and web properties
- Defining and developing interactions and interfaces associated with library web sites and web properties
- Assessing library websites and web properties to understand their use and potential improvements
- Providing input on strategy decisions through the consolidation and analysis of data

Working on different projects, the position's duties might include:

- Assisting with content audits and inventories
- Assisting with website and web property evaluations
- Assisting with stakeholder interviews and preparing follow up documentation
- Assisting with gathering, analyzing and preparing reports about library customer needs
- Assisting with training on effective website writing and editing
- Assisting with training on content management system
- Writing and editing reports and related documents
- Reviewing and consolidating website analytics and application use data
- Assisting with content creation and editing
- Assisting with web image optimization and editing
LIBRARY & IT
Request for New Student Assistant

Requirements:

- Bachelors degree
- Experience and interest in one or more of the following
  - Web design and development
  - HTML/CSS
  - Web writing, content strategy, and editing
  - Web analytics and usage analysis
- Self-motivated, able to work with minimal supervision
- Strong problem solving and decision making skills
- Experience with qualitative or quantitative data analysis
- Understanding of or interest in social or behavioral sciences research methods
- Ability to work closely with staff, students and faculty
- Strong English writing and editing skills
- Desire to learn new technologies and skills

Interviewer Name: Jon Bodnar and/or Kristian Serrano

Contact Number and/or Email: Lits-studentjobs@emory.edu

Form Submitted by: Jonathan Bodnar

Date: 3 Aug 2016