

Job Description for Temporary, Casual or Interim Positions

Job Title	Web Assistant		
Interim Job Code	INT024	Pay Grid	Temporary
Student Work Program Job Code	WPS024	Pay Grade	Level 3

Job Summary

Provide support in electronic media technologies to create and update website content and develop website elements. Perform the analysis and reporting of web data for various departmental functions.

Accountabilities

1. Provide technical support with managing the department or program website, updating website information and completing general website maintenance.
2. Design web pages for departmental or program websites.
3. Gather information and help to create website content for targeted audiences.
4. Utilize graphic design techniques to create various web and communication content.
5. Use specialized software to analyze and interpret data.

Qualifications

Education: Completed or currently enrolled in a relevant College or University program.

Experience: Experience working with various Web platforms.

Working Conditions

- Typical office environment.
- Work is performed under general direction.

Exclusions

- Does not train other staff on making website or program changes.
- Does not develop databases.
- Does not provide IT support to department members.
- Does not troubleshoot and resolve routine computer problems.
- Does not write documents such as correspondence, procedure manuals, reports, and minutes.