

Webmaster Project Assistantship

CALS Research Division is seeking a graduate student to develop and manage their website. This individual will work independently while taking direction from the Research Division's Information Processing Consultant.

The Research Division website uses Dreamweaver CS3, javascript and PHP/mysql. Experience with HTML and CSS is required. Experience in programming is desirable. Knowledge and use of PHP/mysql is desirable, as learning these packages will be required. Qualified applicants will have a good eye for design and experience with Photoshop or another graphics program. Qualified applicants will possess excellent communication skills.

Duties include:

- Compiling, preparing, and submitting articles to eCALS
- Reviewing posted funding opportunities, keeping funding database up-to-date and adding new opportunities.
- Updating web site with current news, modifying content, and developing new content as needed.
- Developing tools and reports to assist users and Research Division staff in managing grants applications and awards.

Applicable benefits associated with this position will be discussed further with qualified applicants.

Interested applicants should submit a resume and cover memo to Angela Seitler in room 146B Agricultural Hall or to aseitler@cals.wisc.edu by Monday, May 19, to assure consideration.