Undergraduate Part Time Position Available

INFORMATION TECHNOLOGY ASSISTANT
WEB ANALYTICS AND SEARCH ENGINE OPTIMIZATION
LESA Engineering Research Center
Rensselaer Polytechnic Institute

The Lighting Enabled Systems and Applications (LESA) Center is seeking an information technology assistant who is knowledgeable with web science for purposes of website platform management to help maintain sites for the Center.

Applicants should be undergraduate students in good standing who can work remotely (approximately 8-12 hours per week, $12 per hour) – need is on-going and hours are flexible.

The primary responsibilities are to:

- Establish Google analytics for both the LESA and the GLASE websites
- Utilize search engine optimization (SEO) to insure site functionality for both sites
- Make recommendations to help organize and maintain the sites from both the front and back ends
- Manage updates and plug-ins to insure functionality that support the needs of the site
- Provide other assistance as required
- Prepare announcements for GLASE activities for distribution over social media
- Update web content on a regular basis
- Help develop the bi-monthly GLASE Newsletter

Qualifications:

- Experience with web development and platform management; site analytics, SEO, etc.
- Knowledge of WordPress preferred but knowledge of web platform management is necessary
- Knowledge of current web scripting languages or the ability to use a web-creation software and other common software, (HTML), etc.
- Familiarity with website mapping and site architecture is a plus
- Light graphic design and photo editing experience preferred
- Excellent interpersonal skills and the ability to interact professionally with a diverse group of users
- Ability to work independently and remotely from secure devise – through RPI VPN
- Strong organizational skills and attention to detail
- Professional work attitude and solid work ethic are required

Interested candidates should send a cover letter and resume (via email) that details work experience and provide links to any websites you have created to: Leah Scott scottl2@rpi.edu. Applications will be accepted until the position is filled.