Graduate Hourly Student Position

Marsico Institute for Early Learning and Literacy
January 2015

The Marsico Institute for Early Learning and Literacy (MIELL), part of the Morgridge College of Education, is a research and social policy institute dedicated to improving learning environments and outcomes for children birth to age 8.

Job Title: Graduate Hourly Student Assistant for the Marsico Institute – Hourly Web Administration Assistant

Project Title: Early Childhood Colorado Website

PI and/or Supervisor: Melissa Mincic, MIELL Assistant Director of Policy and Practice

Work Commitment: 10 to 15 hours/week for 2015 – Includes winter, spring, summer, and fall quarters. Candidate should be willing to commit to working through December 2015.

Job Duties: Works with the Project Coordinator and Assistant Director to:
- Maintaining the Early Childhood Colorado and Marsico websites contents by identifying system requirements
- Installing upgrades
- Monitoring system performance
- Adding content as submitted by Marsico staff
- Maintaining navigation and organizational structure
- Researching additional website needs
- Providing monthly reports summarizing traffic trends for the Early Childhood Colorado and Marsico websites
- Writing early childhood blurbs and blogs for the Website and bi-monthly newsletter.
- Performing other web maintenance duties as assigned.

Job Requirements:
- Capable of troubleshooting in web environments
- Capable of working independently and be able to complete projects with little oversight
- Proficiency in basic web languages including, but not limited to, HTML
- Willingness to learn Google Analytics to track website traffic
- Willingness to write blogs or blurbs for the Website and newsletter and contribute to policy papers as needed
Preferred Knowledge, Skills, and Abilities:
- Previous experience with HTML and content management
- Familiarity with the early childhood world
- Bilingual (English/Spanish)

Education: Preference will be given to MCE students pursuing either a PhD or MA

Compensation: $17-20/hour

TO APPLY: If interested in the position, please contact the MIELL Assistant Director, Melissa Mincic, at melissa.mincic@du.edu with an interest letter, statement of availability (days and times given current class schedule), and resume. Include experience with technology or websites if applicable.

Deadline to Apply: Friday, January 23, 2015

Additional Information: You may be expected to work during all weeks the University is open. All work hours and schedules will be coordinated and agreed upon with the Supervisor. Position requires a successful background check.