

Graduate Assistant: Web and Graphic Designer

University Libraries, Virginia Tech

JOB DESCRIPTION

POSITION(S): Graduate Assistant (GA)

DEPARTMENT: University Libraries, Virginia Tech

ELIGIBILITY: Graduate Assistantship (GA) eligibility is determined by the Graduate school (graduateschool.vt.edu/financial/assistantships)

STIPEND: Assistantship INCLUDES a tuition waiver; stipend to be determined by University Libraries.

HOURS PER WEEK: 20 (i.e., regular full-time GA)

EVALUATION: All GAs will be evaluated on job performance.

TIME PERIOD: One week before start of Fall Semester through the end of Fall Semester, renewable upon satisfactory evaluation. GAs are required to work their regular hours during exam weeks. Evening and weekend hours may be required. Work hours during breaks are negotiable.

QUALIFICATIONS:

Required: Applicants must have strong, verifiable web and graphic design skills. Must have a keen visual eye with experience and understanding of site architecture, user experience, color theory and color management on the web. Knowledge of current web markup or scripting languages: HTML, CSS, and JavaScript with a basic understanding of how mockups translate to code. Ability to learn new internet and authoring technologies relevant for website development. Demonstrated evidence in coding and creation of websites. Evidence of creativity and innovation. Experience in collaborative work environments. Excellent analytical, interpersonal, oral, and written communication skills. Demonstrated knowledge of trends in web and graphic design.

Preferred: Experience with Javascript and Javascript-based frameworks such as JQuery to improve user experience. Experience working within a content management system. Experience with Responsive Web Design and Bootstrap. Experience with web-based scripting using PHP, Perl, Ruby, or Python. Experience with model/view/controller (MVC) frameworks, for example Ruby on Rails or Django. Experience working with graphic designers to implement designs and layout using HTML and CSS. Familiar with Virginia Tech's web design elements and guidelines. Software development experience, for example with version control and functional testing.

JOB RESPONSIBILITIES:

The following is a representative although not inclusive list of the duties and responsibilities of the GA:

- Provide design and maintenance of library websites and other electronic publications and applications.
- Preparation of illustrative materials.
- Provide design elements, comps, templates and finished solutions.
- Work with Software Engineers, ensure that all design elements, templates and finished solutions work within a variety of browser types and screen settings along with the constraints set by development and design.
- Work with marketing and development staff on style and approach for all projects.
- Participate in efforts to improve quality of websites and other electronic publications as required

TO APPLY:

Please email the following to zhiwuxie@vt.edu with “GA: Web Designer” as the subject:

1. A cover letter that includes:

- A description of your familiarity with various required and preferred experience
- The names and contact information of two or three references. At least one reference must have directly supervised your major research or development work.

2. A current CV.

3. All supplementary materials such as sample websites, software code, links to your software projects in code repositories, publications, and/or certificates.