Post: Web Assistant
Employer: Aberystwyth University (Design, Web, Print and Postal Services)

CLOSING DATE: Friday 7th February 2014

Overview:
This exciting and varied post is based in the Web Team, and offers a wide range of experiences, allowing the acquisition of numerous skills.

The successful applicant will spend time working on web sites and web applications as well as communicating with colleagues across the university.

This year will see further development of the Aberystwyth University web site as we continue to update and improve our site both for standard & mobile usage. Work this year will include creation and enhancement of areas of the site using our web Content Management System and the creation of a number of web applications. The post holder will work on these projects and see the whole lifecycle of large corporate projects. They will be based in a team where they will be expected to contribute opinions and help make decisions that will shape the future of the University's web presence.

The job offers exposure to many types of web development projects and will give the applicant the opportunity of a fantastic year with varied experiences.

Duties involve:
- Corporate web site design and implementation
- Creating and modifying departmental websites
- Answering email & telephone enquires directed to the web team
- Offering technical support to web developers
- Creating dynamic web applications
- Being an active participant in team and strategic decisions

Required skills:
- A good working knowledge of HTML & CSS and experience in writing web sites
- An appreciation of web technologies such as XML, HTML5, Javascript, JSON and PHP
- An understanding of web Content Management Systems
- Experience with Windows and UNIX environments
- Experience with web development tools such as Dreamweaver and graphics tools such as Photoshop
- Good written and verbal communication skills
- Attention to detail
- Good team membership qualities

Method of Application: Please email your CV and Covering letter to Lorraine by: 7th February 2013. Your letter should be addressed to:

Ms S. Shipman
Web Team
Aberystwyth University
Lord Milford Building
Gogerddan
Aberystwyth
SY23 3EB

In addition to your CV, you should provide **URLs of websites you have designed.**