

**Now Hiring: WordPress – Graduate Administrative Assistant (GAA)**  
**School of Public Health**  
**Georgia State University**  
**Posting Date: January 2020**

**GAA Position Summary:**

The School of Public Health at Georgia State University is currently searching for a WordPress – Graduate Administrative Assistant (GAA) candidate to report to the Director of Communication. The Assistantship is for the 2020 – 2021 academic year. **The Assistantship provides a full tuition waiver and stipend.** A Bachelor's degree in a related field and six months of relevant work or internship experience is required.

**Summary of Duties:**

The ideal candidate will have a combination of the below skills to assist the School of Public Health with the web migration process to the WordPress flex theme.

Essential duties and required skill sets include:

- Strong web copy writing and editing skills;
- Strong knowledge of both the back-end and front-end development of WordPress;
- Programming skills in HTML, CSS, and JavaScript;
- Strong knowledge of esthetics (understanding element arrangements on the screen, the color and font choices, etc.);
- Effective project management experience;
- Strong organizational skills;
- Strong understanding of industry trends and content management systems;
- Experience with the responsive and adaptive design;
- Understanding of the entire web development process, including design, development, and deployment;
- Great problem solver skills;
- Excellent communication skills;
- Professional approach to time and deadlines.

**Other Qualifications and Expectations:**

- Candidate must be enrolled in a graduate program at Georgia State University.
- Candidate must be able to work on-site at least 20 hours/week.
- Strong preference will be given to candidates that are available on Thursdays (so they can attend Georgia State's Open Lab).
- Preference will be given to candidates with experience in the above-mentioned essential duties and required skill sets.
- Candidate must be an effective communicator.
- Candidate must have great written communication skills.
- Candidate must have a vested interest in the environments of higher education and/or public health.
- Candidate must be eligible to work in the United States.
- Candidate must be highly efficient and committed to producing timely and quality work.
- Candidate must be able to work well independently and on a team.

**Application Instructions**

Email the following to [phcomm@gsu.edu](mailto:phcomm@gsu.edu) with the subject line: **Application for WordPress – Graduate Administrative Assistant (GAA):**

- Cover letter (PDF) addressed to the School of Public Health
- Current resume (PDF)
- Link to web portfolio (if available)
- Your Spring 2020 academic schedule (PDF)
- **Deadline to apply is Friday, January 31, 2020**