



Technology Student Assistant Position
Consortium for North American Higher Education Collaboration (CONAHEC)
The University of Arizona
www.conahec.org

Position summary

The Consortium for North American Higher Education Collaboration (CONAHEC) is a not-for-profit membership-based network of 162 higher education institutions and associations which works to foster academic collaboration among institutions, organizations and agencies of higher education in Canada, Mexico and the United States. CONAHEC also promotes linkages between North America and higher education entities around the world.

Reporting to the Services & Programs Coordinator, the Technology Student Assistant will be responsible for website design development and content administration. This position will also assist with maintaining the interest and engagement in CONAHEC's activities and priorities of a wide variety of stakeholders through the management of CONAHEC's website and the development of new information systems tailored to facilitate the mission of several programs. The Technology Student Assistant will be assisting our team to ensure that high quality, relevant communications are regularly emitted on behalf of the organization and its interests.

As a critical team member of an international organization with activities and interests in many parts of the world, the Information Technology Student Coordinator will be expected to work up to 20 hours a week to attend to the communication needs of the organization and other duties as assigned and to present the organization and its initiatives in a professional and courteous way to external stakeholders and constituents.

Duties and Responsibilities

1. Become familiar with CONAHEC's mission, goals, activities and the technological means we have used to communicate and address them.
2. The Technology Student Assistant will be responsible for the maintenance of databases, websites, content and relationship management systems, email distribution lists, surveys and forms, and outsourced electronic services that CONAHEC has used to deliver its services and assuming the role as the primary resource in creating maintaining and improving this electronic presence.
3. Collaborate with colleagues to consistently and continuously deliver engaging, error-free content that is relevant for CONAHEC and its members through our website, email communications and social media sites
4. Effectively use social media technologies including but not limited to Facebook, Twitter, LinkedIn and other major social platforms and third-party websites and be able to incorporate them into CONAHEC's main website.
5. Stay up to date with innovative technology that can be used to reach CONAHEC's mission.
6. Website content development.

Minimum Qualifications:

- Strong familiarity and proficiency with Drupal, SQL databases (MS SQL Server, MySQL, MS Access), Google Maps and other APIs, Adobe CS6 package including Photoshop, Dream Weaver, Acrobat and Illustrator, or a pertinent combination of technologies.
- Website design and construction knowledge and demonstrated ability (HTML, Javascript, PHP, JSP, SQL, OOP etc.)
- Adaptable and teachable, outgoing, self-motivated, able to work independently with minimal supervision and also as a contributing member of a team



- University-level writing and proofreading in English
- Strong communication skills (both written and oral)
- Ability to manage time effectively and determine priorities
- Proficiency with Microsoft Office, including Word, Excel, Access, PowerPoint

Preferred Qualifications:

- Written and oral fluency in additional languages, preferably Spanish, French or Portuguese
- Video production/editing experience
- Extensive knowledge of Drupal, MySQL, Microsoft SQL Server, .asp, and other internet technologies
- Demonstrated interest in higher education issues and internationalization trends
- Familiarity with higher education, non-profit or not-for-profit organizational cultures
- Be able to qualify for [Work-study](#)

How to Apply:

Please send your resume and letter of interest to Gabriela Valdez at gvaldez@email.arizona.edu by **April 22, 2016**.