

# Web Resource Internship

## UW Oshkosh Career Services

### **Web Resource Internship:**

Offered for Majors: -Education

- Human Services
- Communication
- Human Resource Management
- Radio/TV/Film
- Marketing
- Journalism
- Innovative Digital Media

Position Type: -Co-op/Intern

- Part Time
- STEP (Student Titan Employment Program)
- Student Assistant
- Work-Study

Work: 10 hours per week

Qualifications: A good working knowledge of:

- Microsoft Word
- Microsoft Excel
- Flash
- Titan Jobs
- Internet Explorer
- video recording/editing equipment

AND

- strong communication skills
- patience to work with clients one-on-one
- detail oriented in a fast-paced and multi-faceted environment

Job Description: 80% Create web ready presentations for students and alumni

- Convert all current presentations to web ready presentations for students, alumni and employers.
- Identify the top presentations that students and alumni attend and create a podcast with current information for the website.
- Assist Career Advisors with new content for website to help students with their career development.
- Create flash materials to increase student understanding of important career development.
- Work with current vendors to increase usage of podcasts available on web site.

15% Content needed by students, alumni, and employers

-Assist in identifying new content that is needed on the web for a variety of customers.

-Modify existing presentations that are available via the web.

5%Special Projects

-Assist Supervisor and Professional Staff Members with projects.

-Present general services to groups about Career Services.

To apply:

Go to Titan Jobs by clicking the apply now button.