



## **CHRISTA CORRIGAN MCAULIFFE CENTER FOR INTEGRATED SCIENCE LEARNING**

### **Website Design Intern**

#### **Internship Description:**

- Perform updates to McAuliffe Center website: including ensuring content is up-to-date, creating new pages, adding features, modifying existing pages and uploading documents
- Collaborate with McAuliffe Center staff to design web pages
- Create and maintain work instructions for performing changes to the site
- Assist in the management of the hosting server

#### **Requirements:**

- Strong knowledge of Wordpress and HTML
- Strong photo editing skills
- Comfortable with problem solving of technical issues
- Self-motivated
- Detail oriented
- Organized
- Good verbal and written communication skills
- Exhibits professional demeanor

**McAuliffe Center office hours- 9:00am – 4:00pm**

**Internship weekly hours: 10**

#### **To Apply:**

- Submit a résumé that includes all related coursework
- Submit a one-page cover letter that addresses the following questions:  
Why are you interested in this position?  
What skills can you bring to the position?  
What do you hope to get out of this experience?
- Submit name and email address for three references. Two of your three references must be Professors with whom you have studied.

Email all application documents to **both** [iporro@framingham.edu](mailto:iporro@framingham.edu) and [epagliuca@framingham.edu](mailto:epagliuca@framingham.edu).