



Title: Web Assistant

Work Location: Hybrid – Remote and in-person in Tucson, AZ

Employee Type: Temporary/Part-Time; hours are flexible up to 20 hours/week for approx. 6 months, based on available funding.

Travel: No

Desired Start Date: ASAP

Salary: \$18.00-\$20.00/hour DOE

Post Date: 11/2022

PSI will not sponsor applicants for work visas.

Job Description:

The Planetary Science Institute (PSI) is currently seeking a Web Assistant to work on the PSI website performing content updating, importing posts and pages, image editing and optimization, project tracking (spreadsheet), content review and QA, plugin research and testing, and website testing.

Note: Management may assign or reassign duties and responsibilities to this job at any time.

The skills, knowledge, and minimum qualifications required for this position are as follows:

- Drupal and Wordpress.
- Skill in HTML & CSS.
- Basic website design and/or development.
- Skills in researching and using new web design/development software.
- Ability to effectively communicate.

To apply for the position:

If you are interested in applying for this position and you meet the required qualifications for the opening, please submit the following documents to apply@psi.edu:

- A cover letter that addresses your interest and qualifications for this position.
- Resume
- Completed Application and Voluntary Self-Identification form (can be found on www.psi.edu where this position is posted or by sending a request to apply@psi.edu).

PSI is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran, or any other characteristic protected by law.