



## Partnership-Erie Job Description 2009 Graduate Research Assistant

**Job Title:** Graduate Assistant

Unit: Partnership-Erie

Department: Sam & Irene Black School of Business

Reports to: Dr. Kathleen Noce, Director

814-898-6508 – [kxn9@psu.edu](mailto:kxn9@psu.edu)

### Job Statement

Assists the Director of the Partnership-Erie with community outreach activities that involve the planning, development, design, hosting, and maintenance of websites for non-profit organizations. Additionally, the GA will work with student interns assisting them in project work and may participate in research activities with the Director. The GA will work independently and in a team environment under supervision of the Director.

This position is a half-time Graduate Assistantship. As defined by the University, "half-time" means 20 hours of GA work per week, for 18 weeks each semester (Fall and Spring). If there is a summer position, it covers 12 weeks. The possibility of a summer term will be determined at time of appointment.

### Essential Functions

1. Work with clients to collect information for website.
2. Develop design plans.
3. Design websites.
4. Work with clients to change or modify design on an ongoing basis
5. Develop web marketing plan for clients
6. Address technical issues with site hosting and maintenance
7. Work with the Director on research relative to Partnership-Erie activities.
8. Develop manuals relative to procedures utilized by Partnership-Erie interns
9. Mentor student interns providing technical guidance and assisting when problems or questions arise
10. Prepare monthly reports on client activities.
11. Communicate and act as point of contact for some clients
12. Performs other related tasks as assigned by the Director.

### Job Specifications/Qualifications

1. A completed bachelor's degree in MIS, CS, SE by time of appointment or related experience and undergraduate coursework.
2. Accepted into the Penn State Behrend MBA program and enrolled or will enroll as a full-time student
3. Proficient in web design and database applications. The candidate must have experience and a working knowledge of XHTML, Dreamweaver, Flash, ASP, PHP, AJAX, SQL, ecommerce, and basic design concepts.
4. Proficient knowledge of content management software such as Drupal or Joomla
5. Proficient knowledge of search engine optimization, web 2.0 standards, and basic web marketing
6. Proficient knowledge of graphic design and corresponding tools such as Photoshop
7. Proficient knowledge of server side management
9. Demonstrated ability to work with others, technical competencies, and ability to work under pressure of time constraints.
10. Demonstrated supervisory skills.

### Send cover letter and resume to:

Dr. Kathleen Noce

Graduate Assistantship Application - Partnership-Erie

Sam and Irene Black School of Business

Penn State Behrend

5101 Jordan Road

Erie, PA 16563

For questions about this position, contact Dr. Noce directly, at 814-898-6508 or [kxn9@psu.edu](mailto:kxn9@psu.edu).

Application Deadline is May 15, 2009, or until a suitable candidate is identified.  
This position begins fall 2009 and runs through spring and summer 2010.