THE CARNEGIE MELLON ROBOTICS INSTITUTE

is searching for a
CURRENT, FULL-TIME, CMU STUDENT
for the part-time, temporary position of

Web Content Editor/Manager

5-15 hrs per week
Flexible work schedule between 9am-5pm
Possible $12/hr depending on experience

Are you interested in Robotics?
Work one-on-one with Robotics Institute faculty and staff

- Identify current research projects, publications, and newsworthy activities that need to be integrated into the RI web site.
- Elicit descriptive text and images for this content and will then edit it into a form suitable for use on the Robotics Institute web site.
- Enter the information into the Robotics Institute web site using the existing web site content management system.

The applicant may be responsible for editing or writing additional content for specific parts of the web site as needed. This process may involve collaborating with faculty or staff with expertise on the particular subject.

Required Skills and qualifications:
- Strong interpersonal skills - Must be able to interact well with faculty and staff on a one-on-one basis.
- Good communication skills
- Must be able to communicate clearly and effectively. Must be fluent in English.
- Good organizational skills
- Must be able to schedule and be on time for meetings, keep track of many content update processes simultaneously, and reliably follow up with faculty and staff.
- Excellent writing skills
- Must be able to effectively communicate technical information in writing.
- Must be skilled at English grammar and spelling.
- Basic computer skills, word processing, simple image editing.

Optional:
- Technical background or knowledge of robotics or computer science
- Basic knowledge of HTML

Please send cover letter, resume, a writing sample and a list of reference names and contact info to
Alan Guisewite, adg@cmu.edu or
Carnegie Mellon University, The Robotics Institute
5000 Forbes Avenue, 3215 Newell-Simon Hall, Pittsburgh, PA 15213