

# Student Assistant - Marketing (Web)

Job Title: Student Assistant – Marketing (Web)

Location: Cañada College, 4200 Farm Hill Blvd., Redwood City, CA

Hours: 5-10 hours per week

Rate: \$20.37 per hour

Application Deadline: September 22nd

Start Date: Immediately upon hire

## Job Description

Cañada College is seeking a motivated and enthusiastic Student Assistant to join our Marketing team. We are a small team that manages thousands of web pages across the college website. If you are a student looking for an opportunity to gain experience in a professional and technical environment, learning about web design and development while improving the experience of your fellow students and instructors, this could be the perfect opportunity!

## Responsibilities

1. Assist in maintaining and updating college website
2. Help with the creation of new web pages and online forms using content management systems
3. Collaborate with the marketing team to enhance the user experience on the college website
4. Learn how to support web applications and third-party software
5. Assist with troubleshooting and resolving web-related issues
6. Create tutorials and documentation
7. Help test, debug, and develop scripts and web applications
8. Other tasks as assigned

## Requirements

1. Must be a current student at San Mateo County Community College District, enrolled in a minimum of 6 units. If you are not taking summer classes, you can still work as a student assistant provided you are registered for class in fall (min. 6 units)
2. Basic knowledge of HTML, CSS, and JavaScript
3. Basic knowledge of Adobe XD and/or Figma
4. Organizational skills, attention to detail, and the ability to multitask
5. Excellent communication and interpersonal skills
6. Ability to work independently and as part of a team
7. Willingness to learn new technologies and tools

*San Mateo County Community College District is an Equal Opportunity Employer committed to fostering a diverse and inclusive workforce. We encourage applications from individuals of all backgrounds, abilities, and experiences.*

To apply for this position, please complete the [online application form](#).

Questions can be submitted to the Cañada College Marketing Department at [canmarketing@smccd.edu](mailto:canmarketing@smccd.edu).