



**Student Employees in Website Design and Online Outreach  
The Office of Academic Opportunity Programs**

**Position Responsibilities:** We are seeking 1 – 2 student employees (10 - 20hrs/week) to come be a part of our team, helping with several initiatives to enhance the recruitment, retention, and advancement of underrepresented undergraduates, graduate students and postdocs at UMBC and across the University System of Maryland. In particular, we seek students that will help redesign and maintain websites for several related programs, including UMBC LSAMP, The USM LSAMP Alliance, LSAMP Bridge to the Doctorate, and GEM. In addition, the students will assist with online outreach, designing posts and posting through social media platforms and myUMBC. As needed, the students will provide technological and/or administrative support for events through our programs (virtual or in-person) or complete general administrative tasks.

**Qualifications:** As website design and support is a major responsibility of these student positions, website design experience is required, and experience with WordPress and UMBC sites specifically is preferred. This position also requires excellent written communication and organizational skills. Finally, the applicant is required to have a genuine commitment to diversity and inclusion in higher education.

**Application:** Review of applications **will begin immediately** and will continue until the positions are filled. For best consideration, please submit the following to [lsamp@umbc.edu](mailto:lsamp@umbc.edu) by February 22, 2021:

1. Cover Letter
  - This position requires a genuine commitment to diversity and inclusion in higher education. Please include in your cover letter any past experience and leadership in diversity and inclusion and/or your potential to make contributions in these areas here at UMBC.
2. Current Resume
3. A document with URLs that can serve as examples of your previous work (please indicate your level of responsibility in the creation of each site listed). If you have already provided a list in your resume, you need not submit an additional document.

(note: UMBC's Career Center offers good advice and examples of both [cover letters](#) and [resumes](#)).

