University Students' Council – Position Description

Position Title:	Web Development Intern
Supervisor:	Senior Manager, Information Systems
Remuneration:	$42,000 Annual Salary + Benefits and Vacation
Hours of Work:	Full time position (35 hours)
Term:	June 2, 2025 - April 30, 2026

OVERVIEW:

The Web Development Intern will engage USC stakeholders to ensure our web content is relevant, up-to-date, and visually appealing. Additionally, this position will be responsible for creating images, choosing styles, and developing page layout templates for web campaigns. The Intern will work closely with USC Clubs and Faculty Councils to provide ecommerce support for their events and products. Under the guidance of the Senior Manager, Information Systems, the Web Development Intern is responsible for recommending and implementing improvements to the USC's existing technological solutions.

DUTIES AND RESPONSIBILITIES:

- *Collaboration:* Work with USC Stakeholders to identify, present, and implement web-based solutions to enhance communications and service delivery options.
- *Development:* Use advanced CMS features and knowledge of web programming languages to enhance the functionality of various USC websites, mostly in WordPress.
- *ECommerce:* Create, manage, and report on products and sales for USC affiliated organizations, on our WooCommerce platforms.
- *Design:* Responsible for creating engaging and well-designed visual elements for web sites for the promotion of the USC. Deliverable examples are icons, page layout, user interfaces, etc.
- *Project Management:* Track and manage workflow, communicate with stakeholders, manage change requests, ensure product is delivered on time. Responsible for planning the steps involved in the development and deployment of new software services, prototypes and documentation of solutions.
- *Administration:* Adhere to the USC branding guidelines, USC bylaws, policies, and procedures.
- *Other Duties:* This internship will offer a variety of opportunities to shadow in other areas of web development, as well as marketing and promotions at the USC, while gaining experience in a professional work environment.

QUALIFICATIONS:

- Must be a graduating student at Western University or be willing to take a full year off of school.
- An Intern cannot hold another USC paid position (USC Operation, AVP, Coordinator, Governance Leader) or USC Councillor, Purple Care Trustee, or Director position on the USC Board of Directors or the Appeals Board.
- Prior knowledge, background or experience in web languages, information technology and graphic design is fundamental for this role.

KNOWLEDGE, SKILLS and ABILITIES:

The Web Development Intern will be provided with a structured professional development opportunity to build their personal and organizational capacity. The Information Systems Department will equip the Intern with the skills needed to successfully deliver high-quality websites, infrastructure services and visual materials. This learning opportunity is geared for students who have aspirations of building a portfolio in order to pursue a future career in Information Technology.

We are looking for candidates who have strengths in the following areas:

- Experience with WordPress, MySQL, PHP, JavaScript, JQuery, CSS, and HTML, Adobe Photoshop / Illustrator,
- Solid foundation in computer sciences, with strong understanding of data structures, algorithms, and software design,
- Strong oral and written communication skills,
- Excellent interpersonal rapport,
- Experience working within a project based working model,
- Ability to work independently on projects,
- Ability to manage several different projects at once,
- Ability to accept feedback and incorporate revisions, and to assess and troubleshoot problems,
- Excellent time management skills and experience working in a group and facilitating team learning is essential,
- Attention to detail, task oriented, and creative thinking.

TRAINING:

- The Web Development Intern will be required to attend all USC-mandated training sessions for their position, as determined by the Senior Manager of Information Systems and the People and Development Department.

- The Web Development Intern will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.

ADDITIONAL INFORMATION:

Please note that the Intern positions are now full time roles with an **11-month contract from June to April.** These roles will be filled by graduating students of Western University in an undergraduate or professional degree program or those from the same programs willing to take a full year off. The work hours are 9:00am - 5:00pm from Monday to Friday; however, these hours are subject to change due to fluctuating operating hours. Work hours may be adjusted to accommodate the increased workload during peak periods. Occasional pre-approved overtime may be required.

The USC is operating fully in person, and thus the successful candidate must be able to work on campus. This position will receive Health and Dental Benefits, Defined Contribution RESP/Pension Plan and vacation.