

## Communications and Marketing Graduate Hourly: Website Designer

Join a fast-paced communications team and make an immediate impact on the future of the iSchool's website. The Communications and Marketing team seeks a Graduate Hourly who will contribute to the team as a web designer in a deadline-driven environment. Using a custom content management system, this position will help design the new website for the School of Information Sciences.

This position will be offered as fully remote at \$27/hour for up to 15 hours a week. Grad hourly must be available at a minimum for two hours Monday through Friday according to a schedule set by the supervisor and student.

Deadline to apply: February 23, 2026

### Primary Responsibilities:

- Design and create engaging web pages that adhere to brand guidelines and user experience principles using a proprietary content management system (CMS).
- Help establish a website style guide and then work within that guide
- Review pages before publication
- Help track page status
- Other duties as assigned

### Minimum Qualifications:

- Enrollment in one of the iSchool's graduate programs
- Experience building web pages

### Minimum Knowledge, Skills, and Abilities:

- Knowledge of HTML
- Strong organizational skills and attention to detail
- Excellent written and oral communication
- Familiarity with use and application of style guides
- Ability to meet or exceed deadlines
- Knowledge of accessibility standards a plus

### Apply now:

Please carefully read and follow the instructions below. Applications that do not follow this process will not be considered.

Applications consist of a cover letter and a current CV/resume and must include the following information:

1. Please use the following file naming convention:
  - a. First\_LastName\_CoverLetter
  - b. First\_LastName\_Resume
2. Your CV/resume should include link(s) to samples of your professional web design. This requirement can be fulfilled either as a single link to your online website/portfolio or as links to three websites you have worked on. Samples submitted as attachments will not be considered.
3. Cover letters may be addressed to Natasha Sims. The cover letter **must** include the following:
  - a. iSchool degree program that you are currently enrolled in
  - b. Your projected graduation date
  - c. The total number of years of web design experience that you have
  - d. Which content management systems you've used
4. To apply, send a PDF or Word document of your current CV/resume and cover letter to [ischool-marcom-jobs@illinois.edu](mailto:ischool-marcom-jobs@illinois.edu). This email address is NOT monitored so any information in the body of the email will not be received.

To ensure full consideration, applications must be submitted by **5:00 p.m. Central on February 23, 2026**. The proposed appointment period will run through the Spring 2026 semester. Successful candidates may have the opportunity to renew this appointment.



