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LOS ANGELES HOUSING DEPARTMENT

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### **Student Volunteer Position in Internet / Intranet Section - Web Support**

The City of Los Angeles Housing Department (LAHD) is looking for a student volunteer in the Internet / Intranet Section. This section provides Content Management System (CMS) and Accessibility support for over 700+ users. This position will provide an opportunity to receive hands-on training for WordPress, Drupal, Web and PDF accessibility. Talented and highly motivated individuals in college will gain valuable experience related to Web Content Management and Accessibility.

#### **General Qualifications:**

The Student volunteer should have experience with HTML, CSS, JavaScript, researching, reading manuals, following instructions, and general knowledge of how a computer works. They must also be familiar with the basics of using email, word processing, and spreadsheet software such as Microsoft Word and Excel. You must have good verbal, written, and customer service skills. Preferred major in Technology, Web Design, and Accessibility. If selected, the following will be needed:

1. Proof of enrollment in an accredited college or university
2. Maintain a GPA of at least 2.0
3. Provide proof of registration (quarterly or each semester, whichever applies)
4. Carry at least 12 units each semester or the equivalent of full-time student status
5. Minimum 16 hours per week and maximum 39 hours per week. 8-hour workdays max
6. Must work at least 2 days out of the week.

#### **Tasks and Responsibilities may include, but are not limited to:**

- Providing assistance to LAHD staff who are experiencing any CMS or PDF related issues.
- Remediating documents for accessibility.
- Learn software and train users.
- Conduct oneself in a helpful, customer service, and professional manner
- Ability to work independently and in a team setting in a constantly changing environment.
- Per the city of Los Angeles, all employees are required to provide proof of vaccination.

**Work Schedule:** Hours and workdays are flexible based on your school schedule, but the start time is 7 am.

**How to Apply:** Email your resume to [lahd.systemspersonnel@lacity.org](mailto:lahd.systemspersonnel@lacity.org) with an email subject matter of "Student Volunteer Resume for LAHD – {name of college}."

An Equal Employment Opportunity Employer

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate based on disability. Upon request, it will provide reasonable accommodation to ensure equal access to its programs, services, and activities.

In Accordance with Ordinance No. 187134, COVID-19 Vaccination Requirement for all Current and Future City Employees, all employees, contractors, and volunteers must report their vaccination status and be fully vaccinated for COVID-19, or request an exemption on the basis of a medical condition or restrictions, or sincerely held religious belief.