

STUDENT INITIATIVE ON GLOBAL ENGAGEMENT DATABASE DESIGNER POSITION

Database Designer Position Description

The Student Initiative on Global Engagement is seeking a motivated student to develop a Global Opportunities Database within the Global Dartmouth website (<http://www.dartmouth.edu/global/>). Student will assist the designer and editor of the Global Dartmouth website with database design, content development, data collection, and data entry. Student should be proficient with computers but does not need to have experience in website design.

Compensation: \$1000 stipend disbursed in installments throughout 11S.

SIGE is funded by the President's Office Kramer Prize and seeks to improve the ethics and efficacy of student service, research, internships, and study in underserved communities. It hosts discussions and provides peer advising and resources on global opportunities.

Database Designer Responsibilities:

- ❖ Consult with all stakeholders on most useful database format (Tucker Foundation and Dickey Staff, Off-Campus Programs, Undergraduate Research, students!)
- ❖ Explore "Global" websites at other universities in order to develop useful formats
- ❖ Gather data on students

Qualifications:

- ❖ Member of the SIGE steering committee
- ❖ *Genuine passion* for making Dartmouth a leader in providing ethical, effective, meaningful global experiences to students
- ❖ Demonstrable organizational skills and attention to detail
- ❖ Quality writing and editing skills preferred
- ❖ Familiarity with image and video editing software preferred
- ❖ Familiarity with web editing tools preferred (though not a technical position)

Timeline: Spring 2011 & Summer OR Fall 2011

Spring 2011:

- Orientation with Sarah Horton, Computing Support for Dartmouth website
- Meet with relevant stakeholders to determine most useful layout and content for database
- Collaborate with Computing Services as they design the database
- Begin collecting data on student internships/projects from Dickey and Tucker and enter into database-compatible excel sheet

Summer OR Fall 2011:

- Complete data collection
- Enter all data into newly constructed database

To apply, please complete the Steering Committee application and return it to SIGE@Dartmouth.edu by **Sunday, April 3 at 11:59 p.m.**