



Dear Job Seeker:

Thank you for your interest in BitWise Fellows. As a member of the Fellows team, you will collaborate with other high-school students who have a passion for entrepreneurship as you run a small business in the midst of a competitive business environment. Fellows students provide technology-based Web planning along with Web design and development services for small businesses, non-profit organizations, schools, churches, and community organizations. Fellows employees have the opportunity to develop their business skills as they interact with clients and other companies in real-world situations. BitWise Fellows is an opportunity for students to grow and advance their business knowledge as they begin their careers. BitWise Fellows employees are mentored by the professionals at BitWise Solutions who are in related positions.

Position description:

The Web designer for BitWise Fellows teams with other student developers to build and design Web sites for clients based on their specific needs. The designer meets with clients to determine their exact goals and objectives and then formulates that information into a Web strategy. The designer follows that plan, utilizing creative processes to help deliver an effective and aesthetically pleasing site that both satisfies the client's needs and meets or exceeds project expectations.

Reports to: This position reports to the Project Manager of BitWise Fellows.

Status: This is a part-time position.

Core Responsibilities of this position:

- Design and delivery of client Web sites
- Work with clients to learn their specific needs, goals, and objectives
- Formulation of those needs into a Web-based strategy
- Commitment to meeting specific project deadlines and requirements

Task Description**Design and Development of client Web sites:**

- Effectively design sites for clients according to set objectives and expectations
- Attend meetings with clients to determine their needs and objectives
- Attend project kickoff meetings with clients and assist project manager with kickoff specifications
- Communicate project status and needs with project manager as often as necessary
- Perform other Web-development tasks as needed for successful project completion
- Perform routine site maintenance as needed

Location

This position is a part-time commitment based out of the BitWise Solutions office at 11460 N. Meridian, Carmel, IN. Office hours are held on Tuesdays and Thursdays (currently). During the school year, hours are from 4PM-7PM (currently). Summer hours are 1PM-5PM.

Compensation

Employee will be paid on an hourly basis for working approximately 10-15 hours each week. Employee will receive payment bi-monthly on the 15th and end of each month. Employee will be eligible for bonuses throughout the year as well as scholarship opportunities.

Position requirements:

- Fluency in Photoshop (Fireworks as an alternative)
- Proficiency in Flash (not necessary, but desired)
- A creative eye for (and experience in) color, layout, and general design aesthetics
- Good communication skills and the ability to interact with other individuals
- Comfort meeting with clients to determine their needs
- Ability to turn those needs into a reality and deliver a product that is satisfactory for the client
- General curiosity along with an eagerness to learn and understand new things
- Self-motivation to learn new concepts in addition to an eye for detail
- Ability to create visual mockups (sketching and digitally) of Web sites

Next steps

If you are interested in this position and believe that you are capable of handling the responsibilities of this challenging job, please send your resume, in confidence, to:

jobs@bitwisefellows.com

For more information on BitWise Fellows, please see our Web site at: www.bitwisefellows.com