Web Design Assistant

Location: Campus Recreation (Lee Hall)
Supervisors: Campus Recreation Director, Assistant Director, and Coordinator
Type of Job: Part time temporary service position and/or work study available

PRINCIPAL FUNCTION
• Work with the Campus Recreation staff to develop new features and maintain current information on the Campus Recreation website.

RESPONSIBILITIES
• Update, design, and develop the Campus Recreation website.
• Keep all intramural website materials and photographs updated.
• Research and implement ideas for website development.
• Develop and assist in the implementation of new electronic or web based initiatives for Campus Recreation.
• Attend training sessions when available.
• Assist with developing fill in forms for Campus Recreation.
• Assist with the development of Campus Recreation publications, power point slides and presentations.
• Manage multiple short and long term projects.
• Required to work two special events outside normal hours of operation.
• Works cooperatively with other areas of the department and college to achieve established goals.
• Promote and market Campus Recreation facilities and services.
• Performs other work as assigned.

REQUIREMENTS
• Completion of the application and interview process.
• Desired technical skills: HTML, XML, CSS, Javascript DHTML, FTP, Photoshop, Google Apps, MS Office and some design sense.
• Strong knowledge of computer skills and file systems.
• Experience working with the Ingeniux Content Management System preferred but not required.
• Ability to interact with diverse groups through a variety of situations.
• Ability to operate independently within departmental standards of conduct and professional expectations.
• Strong problem-solving skills.
• Strong written and verbal communication skills.
• Enthusiasm, desire to learn, and desire to work as part of a team.
• As a part of the hiring process, each employee is required to attend an orientation session the last weekend in August, which is not paid.