

WEB ASSISTANT

Campus Recreation is a division of the Department of Campus Life that provides a variety of vigorous, funfilled, health-promoting, physical and recreational activities conducive to wellness and personal development. Students, faculty, and staff participate in these activities through the following programs and services: intramural sports, open recreation, sport clubs, recreational organizations, special events, and instructional programs.

Requirements:

1. As part of the hiring process, each employee is required to attend a mandatory orientation session which is not paid. These sessions will be beginning on Friday, August 28, 2009.
2. As part of the hiring process, each employee is required to attend a mandatory training session which is paid. These sessions will begin no sooner than Friday, August 28, 2009.

Responsibilities:

1. Arrive on time.
2. Available to work at least 6-10 hours weekly.
3. Attend training sessions when available.
4. Attend the college wide training on web site software.
5. Assist in the development and routine maintenance of the Campus Recreation website using established programs.
6. Update the Campus Recreation web site weekly.
7. Assist with the development of Campus Recreation publications, both computer or electronic based.
8. Work with Intramurals to publish all standings and upcoming schedules.
9. Develop and assist in the implementation of new initiatives for Campus Recreation.
10. Assist in the collaborative effort with other departments in computer or web based promotions.
11. Research ideas for website features/design and help implement these ideas into future programs.
12. Assist the Public Relation and Intramural supervisors as assigned.
13. Some weekend and evening hours required.

Qualifications:

1. Knowledge of computers is required.
2. Knowledge of all Microsoft Office programs is suggested (Word, Excel, PowerPoint).
3. Experience working with Omni Update or other web-based programs is preferred.
4. Self-motivated and an ability to work independently.
5. Communicate clearly and effectively.
6. Must be dependable and punctual.
7. Ability to take initiative.