Web Assistant Intern

PRINCIPAL FUNCTION:
- The Intern is responsible for assisting the Campus Recreation Coordinator to develop new features and maintain current information on the Campus Recreation website. The intern is also responsible for all of the duties as outlined in the job description.

RESPONSIBILITIES:
- Update, design, and develop the Campus Recreation website.
- Keep all Campus Recreation intramural website materials and photographs updated.
- Research and implement ideas for website improvements.
- 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 posting digital signs and update all programs on the events calendar.
- Assist with the development of Camus Recreation publications, powerpoint slides and presentations.
- Manage multiple short and long term projects as assigned.
- Required to work one special event outside normal work hours.
- Works cooperatively with other areas of the unit and college if needed to achieve established goals.
- Promote and market Campus Recreation facilities and services. Assist at tabling when needed.
- Complete yearly computer inventory and computer back ups as needed.
- Take care of contacting the help desk for Campus Recreation computer issues and follow up on tickets.

MINIMUM QUALIFICATIONS:
- Knowledge and experience in the area of computer science.
- Strong knowledge of computer skills and organizing files on computer desktop
- Ability to work independently within departmental standards of conduct and professional expectations.
- Technical skills: File Uploads, Google Apps, MS Office and some design sense.
- Ability to take initiative to complete projects, to prioritize work, and meet deadlines.
- Strong written and verbal communication skills.
- Strong problem-solving skills.
- Excellent time management skills.
- Must be able to work well with others, both participants and employees.
- Communicate clearly and effectively.
- Must be dependable and punctual.

- Strong work ethic
- 10 hours a week required. Must be able to work week day, business hours.
- Minimum GPA 2.0

PREFERRED QUALIFICATIONS:
- Technical skills: HTML, XML, CSS, Photoshop, Javascript DHTML, FTP.
- Computer Science major preferred.
- Experience working with the Drupal Content Management System preferred but not required.

(4.16.20 CP)