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 Camus Recreation publications, power point slides and presentations.
- Manage multiple short and long term projects.
- Required to work one special event 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 Drupal 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 a week prior to classes beginning, which is not paid.