

Job Title
Office/Department
Location (Building)
Supervisor
Number of Student Workers Employed
Job Wage Rate or Range
Position Summary

Student Web assistant
College Communications
2nd floor, Old Sem
Jeff Walberg
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\$7.25
Assists the Office of College Communications in building, migrating, and/or updating official college Web pages.

Principal Duties and Responsibilities

Building and migrating official college Web pages using CMS, Word, Photoshop, and other software. Updating and verifying page content, hyperlinks, formatting, and site organization. Performing image editing and optimization for the web. May be asked to assist with related tasks such as graphic design, page layout, and new site creation.

Knowledge Skills and Abilities

- Typing
- Phone Coverage
- Data Entry
- Research Assistant
- Tutoring
- Athletic Training
- Maintenance
- Receptions/Registrations
- Customer Service/Public Relations
- Microsoft Excel
- Microsoft PowerPoint
- Dreamweaver
- Troubleshooting PCs
- Sports Information
- Audiovisual Skills
- Library Circulation Desk
- Photography
- Maintain Inventory
- Heavy Lifting Required

- Filing
- Photocopying
- Cataloging
- Operate Switchboard
- Scheduling
- Telemarketing
- Scheduling
- Supervisory Responsibilities
- Microsoft Word
- Microsoft Access
- Installing Hardware
- Internet Searches
- Graphic Arts
- Sports Statistician
- Shelving Books
- Interlibrary Loan
- Food Preparation
- Cash Register Skills

Additional Job Qualifications

Should be proficient in Photoshop and must be familiar with the college's Web policies.

Expectations

Must be detail-oriented and able to meet deadlines. Should be able to manage own

time, take direction from professional staff and work independently without supervision.

Working Conditions

Work is primarily performed while seated at a PC.

Other