

**Job Title**  
**Office/Department**  
**Location (Building)**  
**Supervisor**  
**Length of Employment**  
**Job Wage Rate or Range**  
**Position Summary**

College Webteam  
Information Technology  
Law Hall  
College Webmaster  
Academic Year  
\$7.50/hour  
Works with the college webmaster to update the college (and other official college sites) and works with other faculty/staff/students to maintain course, department, office, student organization, or personal pages.

**Principal Duties and Responsibilities**

Duties include writing site copy, updating web site pages, writing html, javascript, php, and asp programming. May include work with flash, fireworks, dreamweaver, and photoshop.

**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**

Knowledge of database structure and design, web site design and creation.

**Expectations**

Students will be expected to be able to work in both a supervised and

unsupervised manner. Must be responsible and have attention to detail.

**Working Conditions**

Will work with the college webmaster in a supervised role as well as some work on their own. Will also work with the most faculty, students, and staff in a one-on-one manner.

**Other**