

**Work-study job title:** Web Content Assistant

**Office:** Marketing and Communications

**Location:** Luce Admission Center

**Supervisor:** Director of Web Content

**Length of employment:** Academic year

**Wage:** \$7.25/hour

**Position summary**

Contributes to the development of the college website by acquiring, organizing, and editing text and images from a variety of sources. Assists with website updates.

**Principal duties and responsibilities**

Under the direction of the Director of Web Content, work with faculty, staff and students to acquire existing materials to be developed for the college's website. Organize and edit materials using Google Drive and Photoshop to ready them for publishing. Specific assignments may focus on off-campus courses, student organizations, Cornell Fellowships, or similar campaigns. Additional assignments will involve using the college's content management system (CMS) to make minor updates and corrections to various Web pages.

**Job qualifications**

Experience with basic Web concepts and tools and/or experience in journalism or a related field are a plus.

**Expectations**

Must possess strong writing, relational and organizational skills. Must be able to manage own assignments and work independently with limited supervision. Should be comfortable using and learning a range of software tools.