



POSITION/JOB DESCRIPTION

Job Title:

Web Coordinator

The Web Coordinator is a vital part of the Housing and Residential Education and Student Life team. In addition to being a student, the Web Coordinator serves to market the department and division to prospective students, current students, and families of students as well as to current and prospective staff members. The Web Coordinator reports to the HRE Assistant Director for Sustainability.

Position details are as follows:

- The position responsibilities will include the following tasks as well as other duties as assigned:
 - Maintaining and improving the HRE website.
 - Maintaining and improving Student Life division websites.
 - Taking responsibility and ownership for updating the website in a timely manner and for seeking site information from departmental constituents.
 - Coordinating online HRE communication efforts and initiatives including OrgSync, the Portfolio Communities, Facebook, and Twitter.
 - Conducting assessments of website and online communication usage
 - Maintain open communication with supervisor, with HRE Senior Staff, and with the Campus Life Communications Manager about all web-related responsibilities and concerns.

- The position requires a minimum of 15 hours of work per week.

- The term of the position will run from the start of Discoveries Week throughout the school year until the residence halls close. Summer employment may be available. Continuation of the position each quarter is contingent upon satisfactory performance of the responsibilities outlined in this document and in weekly meetings.

Compensation:

Compensation for the position is a residence hall room.

Qualifications:

Minimum Qualifications: Candidates must have experience with web editing in a Content Management System (CMS) and experience with HTML/CSS.

Preferred Qualifications: We prefer candidates to have experience in graphic design with Photoshop and/or Illustrator or comparable programs. We also prefer candidates to have experience with social media promotions using Facebook and Twitter and other online social media.

Applications:

For more information and to apply for the position visit:

<http://www.du.edu/housing/staff/join/student/index.html>