

**BGSU Recreation and Wellness
Student Employment Position Description**

Job Title: Web and Technology Associate

A. Main Purpose of the job: Responsible for daily maintenance of the Recreation and Wellness website. Reports to the Assistant Director for Web, Marketing and PFH Management.

B. Primary responsibilities or key duties of the job (tasks performed regularly):

1. Update various pages of Recreation and Wellness' 1,600 items web site daily/weekly in advance of or as a result of programs and activities: Aquatics, Fitness, Intramural Sports, Sport Clubs, Ice Arena, Golf, Outdoor Program, Youth and Family.
2. Assist in the development of new content areas while enhancing navigational ease to end-users.
3. Implement basic graphic design concepts through the manipulation and placement of images and text content on site.
4. Maintain detailed monthly hit reports.
5. Assist with administration of RecWell blog site.
6. Promote the mission of Recreation and Wellness.

C. Basic Qualifications:

1. Must have working knowledge of Photoshop, HTML, FLASH, Word, Excel, Content Management Systems and other web related and graphic design related computer applications.
2. Prior experience and/or BGSU coursework in computer science and web development.
3. Takes initiative, accountable, reliable.
4. Ability to self motivate with little or no supervision.

D. Additional Information:

1. May occasionally perform emergency updates off-site.