

BGSU Recreational Sports Student Employment Job Position Description

Job Title: Web and Technology Associate

A. Main Purpose of the job: This individual is responsible for daily maintenance of the Recreational Sports website and reports to the Assistant Director for Marketing and Facilities.

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

1. Update various pages of Recreational Sports' 1600 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. Develop new content areas while enhancing navigational ease to end-users.
3. Exhibit superior written communication skills through the contribution of articles, reports, and overviews of building services and programs.
4. Implement basic graphic design concepts through the manipulation and placement of images and text content on site.
5. Develop and maintain detailed monthly hit reports.
6. Assist with administration of Rec. Sports Wire (blog site)

C. Additional duties (tasks performed occasionally):

1. Attend Recreational Sports Marketing Committee Meetings – Monthly
2. Communicate as necessary with BGSU Information Technology Services and the Office of Web Development
3. Attend Student Affairs Web Committee Meeting and assist with meeting management.
4. Photograph departmental activities, facilities, and equipment.

D. 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.
5. Proven high level of interpersonal skills.

E. Additional Information:

1. May occasionally perform emergency updates off-site.