

Student Internship Position Description Web and Technology Manager

Position Summary

This individual is responsible for daily maintenance of the Recreation and Wellness website plans and implements major content changes and navigational effectiveness.

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

- Update various pages of Recreation and Wellness' 1,800 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, Wellness.
- Develop new content areas while enhancing navigational ease to end-users.
- Exhibit superior written communication skills through the contribution of articles, reports, and overviews of building services and programs.
- Implement basic graphic design concepts through the manipulation and placement of images, flash, and text content on site.
- Promote the mission of Recreation and Wellness

Additional duties (tasks performed occasionally)

- Attend Recreation and Wellness Marketing and Web Committee Meetings – Monthly
- Communicate as necessary with BGSU Information Technology Services and the Office of Web Development.
- Attend Student Affairs Web Committee Meeting and assist with meeting management and training of other SA Web Developers.
- Photograph departmental activities, facilities, and equipment.
- Assist with administration of RecWell blog site, monthly hit reports, Facebook, Twitter, etc.
- Periodically research innovative web technologies
- Train staff on demand with a variety of software
- Comply with accessibility and programming standards
- May occasionally perform emergency updates off-site.

Requirements

- Must have demonstrated superior working knowledge of Adobe Creative Suite 3, HTML, CSS, JavaScript, ActionScript, Microsoft Office Applications, Windows and Macintosh Operating Systems, Wordpress, Facebook, Twitter, Google Analytics, and Content Management Systems.
- Takes initiative, accountable, reliable, organized
- Ability to self motivate with little or no supervision.
- Proven high level of interpersonal skills.
- Excellent problem solving skills
- Attention to detail
- Ability to brainstorm, cooperate, and contribute in a team environment and share and receive constructive criticism

Supervision

- Supervised by the Assistant Director for Marketing/Web/PFH Management