Title: WEB MANAGER (OFFICE)

Job Type: ON CAMPUS STUDENT EMPLOYMENT

Employment Type: PART-TIME

Description:
Applicant must be an undergraduate student (*Computer Science or Graphic Design major preferred*) at WSU in good academic standing with a minimum of 3.0 GPA. Students with backgrounds similar to those of project participants are preferred. Interested applicants please submit cover letter, resume, copy of transcripts, and two reference letters to Pooja Sharma at pooja.sharma@wichita.edu no later than Thursday, February 21, 2019.

Skills:
- Ability to manage, alter content on SSS Website
- Software Web Management Skills (HTML)
- Ability to adapt to the new CMS (Content management system)
- Ability to learn quickly
- Proficient in Microsoft Office Suite, Adobe Suite and other graphic design software
- Good customer service skills
- Ability to organize, prioritize and work on multiple tasks simultaneously
- Ability to complete tasks in a timely manner with minimal supervision
- Ability to pay attention to detail
- Strong verbal and written communication skills
- Ability to keep records and maintain confidentiality
- Experience working with students similar to those served by SSS
- Good judgment and decision-making skills
- Good analytical and problem-solving skills
- Ability and willingness to work flexible hours

Responsibilities:
- Ensure website functionality and perform software updates
- Monitor, assess, and report on website performance
- Ensure domain registration and hosting are current
- Develop and/or update content
- Attend training sessions required by the program
- Prepare monthly and weekly newsletters
- Maintain accurate records of time worked in the office
- Follow program policies and procedures
- Complete work assigned by program staff members under the direction of the Director
- This position will work closely with the Director and the Database Specialist, and will perform duties as assigned by them

Required Documents: Cover Letter, Resume, Transcript, 2 Reference Letters

School Years: Sophomore, Junior, Senior