Rec Sports
DIVISION OF STUDENT AFFAIRS

Part-time Position Title	Web Assistant

Job Description

General Statement of Duties
The Web Assistant is responsible for assisting with all aspects of the Rec Sports website, including design, graphics, daily updates, and analytics using the WordPress content management system. This is a part-time position that is open to students only. This employee reports to the Marketing Manager.

Typical Responsibilities
- Complete daily updates to the Rec Sports website, ensuring content is always current and accurate.
- Enter content, populate media library, and manage hyperlinks.
- Upload and schedule photos and graphic images.
- Research and identify plug-ins for potential use with the site.
- Create and integrate web forms into the site as needed.
- Identify enhancements to aesthetics and navigation, ensuring site is fresh, dynamic, and easy to use.
- Routinely test website compatibility across multiple platforms, browsers, and devices.
- Ensure website is responsive/mobile-friendly and meets University requirements for accessibility and ADA compliance.
- Ensure style adheres to University, Division of Student Affairs, and Rec Sports brand guidelines.
- Monitor web statistics through the use of Google Analytics.
- Other duties as needed.

Experience and Abilities
- Experience with design, maintenance, and content management of websites.
- Proficiency using WordPress content management system.
- Knowledge of HTML, PHP, and CSS with the ability to hard-code if necessary *(preferred)*.
- Experience using Adobe Photoshop *(preferred)*.
- Strong attention to detail.
- Excellent verbal and written communication skills.
- Willingness to gain a thorough knowledge of Rec Sports facilities, programs, services, and events.

Training
- Training will be provided by the Marketing Manager. No certifications are required.

Environmental Conditions
- The Web Assistant generally works indoors within the Student Recreation Center. However, some off-site duties may be required.

Pay Scale
In accordance with the Department of Recreational Sports Part-time Worker Pay Scale, the Web Assistant will be paid a beginning rate of $9.70/hour (Pay Scale "D").

Learning Outcomes
1) Students will demonstrate proficiency in use of WordPress content management system and use Google analytics to monitor website effectiveness.
2) Students will identify ways to improve the usability, aesthetics and navigation of the website and present their recommendation.
3) Students will demonstrate punctuality, dependability and responsiveness; complete assigned tasks fully and correct errors that occur; and work productively with peers and full-time professionals.

How to Apply

To apply, please submit:

- Please complete the [part-time employee job application](#) and email your application and resume to Michelle Briggs at mbriggs@rec.tamu.edu by 5 p.m. on Saturday, May 9, 2020.

Work Hours/Anticipated Schedule

- Flexible hours, 15-20 hours/per week

Contact Information

For more information, contact Michelle Briggs, Marketing Manager, at mbriggs@rec.tamu.edu or 979-845-8433.