Part-time Position Title | Web Assistant
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Job Description
The Web Assistant is responsible for assisting with all aspects of the Rec Sports website, including planning, design, graphics, daily updates and maintenance using WordPress content management system.

Typical Responsibilities
- Complete regular updates to the Rec Sports website.
- Enter content, populate media library, and manage hyperlinks.
- Upload/schedule slider images and other graphics.
- Create and integrate web forms into the site as needed.
- Identify changes that will enhance aesthetics and navigation while ensuring website is always fresh, dynamic, and up-to-date.
- Routinely test website compatibility across multiple platforms, browsers and devices.
- Ensure that website is responsive/mobile-friendly and meets University requirements for accessibility and ADA compliance.
- Ensure web design 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/or content management of websites.
- Knowledge of HTML, PHP and CSS with the ability to hard-code, if necessary.
- Experience using Adobe Photoshop preferred.
- Strong attention to detail.
- Excellent verbal and written communication skills.
- Strong sense of responsibility.
- Willingness to gain a thorough knowledge of Rec Sports and its facilities, programs, and events.
- Must be a currently-enrolled student.

Additional Information
- This is a part-time position that is open to students only, **beginning in Summer or Fall 2017.** Applicants must be in good academic standing with the University.
- This employee will report to the Marketing Manager.
- Applicants must be able to work 12-15 hours per week.
- Beginning pay rate is $9.25 per hour.

Contact Information
For more information about this position, please contact:  
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Marketing Manager  
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