Part-time Position Title: Web Assistant

Job Description
The Web Assistant is responsible for assisting with all aspects of the Rec Sports website, including design, graphics, daily updates/maintenance, and analytics using the 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 part-time position is open to students only; applicants must be in good academic standing with the University.
- Applicants must be able to work 12-15 hours per week. Summer availability is required.
- Beginning pay rate is $9.25 per hour.

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