Part-time Position Title  |  Web Assistant

Job Description

The Web Assistant will be responsible for assisting with all aspects of the Rec Sports website, including planning, design, daily updates and maintenance, and assisting other content management system (CMS) users as needed.

Typical Responsibilities

- Complete regular updates to the Rec Sports website.
- Enter content, populate image library, and manage hyperlinks.
- Create and integrate web forms into the site as needed.
- Identify updates and changes that will enhance aesthetics and navigation while ensuring website is always fresh, dynamic, and up-to-date.
- Assist other CMS users in the department as needed.
- Routinely test website compatibility across multiple platforms, browsers and devices.
- Ensure that all aspects of website are responsive/mobile-friendly and meet University requirements for accessibility and ADA compliance.
- Assist web design adheres to University, Division of Student Affairs, and Rec Sports brand guidelines.
- 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.
- 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. Applicants must be in good academic standing with the University.
- This employee will report to the Marketing Coordinator.
- Applicants must be able to work 12-15 hours per week.
- Beginning pay rate is $8.50 per hour.

Contact Information

For more information about this position, please contact:

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