Job Title: Web Editor (Student Position)
Organization Name: ASMSU Recreational Sports & Fitness
Work Schedule: Flexible
Hours per Week: 10-12
Start Date: Immediately

Summary of job: The Web Editor will be responsible for the on-going development and maintenance of websites and the online presence for Rec Sports & Fitness' (RSF), which includes the Hosaeus Fitness Center & Outdoor Programs. Under the supervision of the Marketing Specialist the editor will post weekly updates of programs, manage content, implement improvements and oversee the accuracy and timeliness of the website. This position will work in conjunction with a Student Design Team consisting of a Graphic Design Assistant and Social Media Coordinator.

Job Description: The Web Editor takes the lead in accomplishing the departmental web-presence mission. Rec Sports & Fitness' web presence mission is to provide accurate, timely information while being dynamic, interactive and relevant to the Montana State University students and community.
Duties include:
- Managing program and content changes on websites
- Assuring accuracy and relevancy of content
- Weekly updates of programs and events
- Implementing design changes & site improvements
- Routine site maintenance tasks
- Collaborating with a Student Design Team
- Providing periodic web-related updates/presentations to RSF administrative team

Qualifications: Organized and reliable, with the ability to take instruction and ask appropriate questions concerning tasks at hand.
- Experience designing and maintaining web sites
- Experience with HTML, CSS, and Java Script visual and text editors
- Preferred: Familiar with MSU's web content management software system (Web CMS)
- Preferred: Experience embedding PDF files in to a web page
- Knowledge of Adobe Dreamweaver CS5.5 or above
- Working knowledge of Photoshop, InDesign and other publishing programs
- Demonstrated ability to work both independently and with minimal supervision
- Able to meet deadlines

Application Instructions: Please submit a resume to:
repsports@montana.edu or the Rec Sports Office, Rm. 120 Hosaeus Fitness Center