**Title:** **WEB MANAGER (OFFICE)**

**Job Type:** **ON CAMPUS STUDENT EMPLOYMENT**

**Employment Type:** **PART-TIME**

**Description:**

Applicant must be an undergraduate student at WSU in good academic standing with a minimum of 3.0 GPA. Students with backgrounds similar to those of project participants are preferred. Interested applicants please submit resume and a copy of transcript (unofficial) to Dr. Linda Rhone at **linda.rhone@wichita.edu** no later than **Sunday, March 10, 2019**.

**Skills:**

* Ability to manage, alter content on SSS Website
* Software Web Management Skills (HTML)
* Ability to adapt to the new CMS (Content management system)
* Ability to learn quickly
* Proficient in Microsoft Office Suite, Adobe Suite and other graphic design software
* Good customer service skills
* Ability to organize, prioritize and work on multiple tasks simultaneously
* Ability to complete tasks in a timely manner with minimal supervision
* Ability to pay attention to detail
* Strong verbal and written communication skills
* Ability to keep records and maintain confidentiality
* Experience working with students similar to those served by SSS
* Good judgment and decision-making skills
* Good analytical and problem-solving skills
* Ability and willingness to work flexible hours

**Responsibilities:**

* Ensure website functionality and develop and/or update content
* Monitor, assess, and report on website performance
* Ensure domain registration and hosting are current
* Attend training sessions required by the program
* Prepare monthly and weekly newsletters
* Prepare SSS office check in statistics
* Follow program policies and procedures
* Maintain accurate records of time worked in the office
* Complete work assigned by program staff members under the direction of the Director
* This position will work closely with the Director and the Database Specialist, and will perform duties as assigned by them

**Required Documents: Completed Job Application, Resume, Transcript (Unofficial)**