



Job Description- Webmaster

Supervisor:

Marketing Coordinator

Primary Function of Position:

- Design & update information on Campus Recreation websites as requested
- Work with development teams or managers for keeping the site up-to-date and prioritizing needs, among other tasks
- Ensure all sites are in compliance with TXST design standards and are ADA accessible
- Work with all areas of Campus Recreation to coordinate web pages
- Strong organization skills and attention to detail
- Up to date with the latest web and email trends, techniques, and technologies with a passion to learn and use new skills
- Ability to work independently and as a team with excellent communication, interpersonal and teamwork skills
- Execute additional duties as assigned

Qualifications:

- Ability to communicate effectively both orally and in writing with multiple constituents
- Management Information Systems, Computer Science, Mass Communications, or related major
- Strong people skills and ability to work in a team environment
- Flexible work schedule
- Self-starter who works well independently
- Basic knowledge of VHTML, CSS, JavaScript and W3C Standards is preferred

Wages/Scheduling:

Routine office hours will be scheduled on weekdays between 8am to 5pm for collaborating. The position offers approximately 10 hours a week. Training on [GATO](#) (Texas State's website management system) and other Texas State specific software will be provided.

Evaluation:

All Campus Recreation student staff undergo routine evaluations with supervisors as a student development opportunity. Opportunities will also exist to evaluate upwards on an anonymous basis.

Other:

- In accordance with the Student Affairs Division/Campus Recreation Office Strategic Plan, other duties as assigned.
- Texas State University is an Equal Employment Opportunity/Affirmative Action Employer, committed to inclusive thoughts and action in support of our diverse community. Individuals from historically underrepresented groups and all those who share our commitment to inclusivity and passion for the strength of our diversity are strongly encouraged to apply.