

**Job Description – Website Editor**

**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
* 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:**

* Majoring in mass communications or related field
* Ability to communicate effectively both orally and in writing with multiple constituents
* Strong people skills and ability to work in a team environment
* Self-starter who works well independently
* Basic knowledge of GA4 and backend development 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 at $10.50 an hour. Training on [GATO](https://gato.its.txstate.edu/) (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. Two long semesters worked with positive evaluations could result in a .25 wage increase.

**Other:**

* In accordance with the Student Success Division/Campus Recreation Office Strategic Plan, other duties as assigned.