SFSU CAMPUS RECREATION

NOW HIRING

Website Content Manager

APPLICATION DEADLINE:
OPEN UNTIL FILLED

To Apply: As a department under the Dean of Students area, please complete the Common Application form below on Qualtrics. Additionally, we will ask for your cover letter and resume, and the attached Staff Availability Sheet to be filled out and uploaded as part of your application.

Qualtrics - Common Application:
HTTPS://SFSU.CO1.QUALTRICS.COM/JFE/FORM/SV_3N47J3OAEH4XELX

For more information about Campus Recreation visit: http://campusrec.sfsu.edu
**Purpose**

The main responsibility of the Content Manager is to provide support of all Campus Recreation and Mashouf Wellness Center programs and services by keeping our websites up to date with current information. Knowledge of all programs and services offered by Campus Recreation is essential to this position. This position works under the supervision of the Marketing Student Manager(s) and a full-time staff professional. This position also represents the Campus Recreation Department by providing customer service, programmatic support, and other related duties.

**Duties and Responsibilities**

- Keep Campus Recreation and Mashouf Wellness Center websites up to date with current and future programs and services.
- Assist in managing and updating digital signage around the facility.
- Communicate effectively & regularly with all Campus Rec program areas and other partners to fulfill all of our website needs and keep it up to date.
- Attend staff meetings and staff trainings.
- Make a regular revision of the CRD website to keep it updated with new content.
- Report when equipment and supplies are running low or when equipment needs repair or replacement.
- Provide a professional, welcoming, and inclusive environment for staff and participants.
- Hours will vary, however students may not work more than 20 hours/week during the academic semester.

**Qualifications**

- Previous experience creating and maintaining a website with multiple pages and layouts.
- Experience writing & editing HTML code.
- Knowledge and experience using Druple platform to update websites.
- Graphic design experience preferred.
- First Aid, CPR, & AED Certified, or willing to obtain within 3 months of being hired.
- Must be a student at San Francisco State University enrolled in 6+ units, with minimum 2.0 GPA.
- Demonstrated interpersonal skills including strong communication skills, customer service skills, ability to enforce policy and perform under pressure, and working in a team atmosphere.
- Must be able to work independently without direct supervision on a day to day basis.
- Employment may be dependent on passing a background check.