



SFSU CAMPUS RECREATION

NOW HIRING

Web & Digital Content Specialist

**APPLICATION DEADLINE:
OPEN UNTIL FILLED**

**To Apply: Send resume and cover
letter to mflores@sfsu.edu**



PURPOSE

The main responsibility of the Web & Digital Content Specialist s 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

*Position is remote during covid times.

DUTIES AND RESPONSIBILITIES

- Keep Campus Recreation and Mashouf Wellness Center websites, media screens & other various digital content up to date with current and future programs and services.
- Communicate effectively with all Campus Rec program areas and other partners to meet all of our website needs.
- Keep current with University best practices and expectations regarding website design and accessibility requirements.
- Attend staff meetings and staff trainings.
- 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.

QUALIFICATIONS

- Previous experience creating and designing a website with multiple pages and layouts.
- Experience writing HTML code.
- Knowledge and experience using Druple and Dreamweaver programming platforms to create and 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.