

Webmaster Job Description

Reporting to the Assistant Dean, Student Life (ADSL) and/or the Innis College Communications Officer, the Social Media Webmaster plays a key role in relaying timely information to the students of Innis College about the various events, workshops, information sessions and social activities that are offered throughout the academic year.

This is a casual part-time job opportunity that is task-specific and expected to take approximately **10 hours per week**, depending on event scheduling and time of year.

Working with the Assistant to the Dean, Student Life, the main responsibilities for this position are:

- Manages and updates both the Residence and Student Life Websites
- Manages and updates all Student Life Social Media content (including Facebook, Twitter, YouTube, Innis App, etc.)
- Trouble-shoots for the two digital sign boards at the Residence and College
- Additional duties as required

This position is ideally suited for an upper-year Innis College student who has a comprehensive technical knowledge of website design and social media. As well the student should understand the events and programming offered through the College's student groups and the Office of Student Life. This would be best suited for a student who has excellent technical skills and is interested in web design, communications, and social media.

Candidates should be organized and resourceful and have interest in the above, as well as having sufficient experience in:

- MS Office Suite, including Publisher, Word, Powerpoint
- Updating and creating web sites using HTML and WordPress (understanding java script, css, and php a plus)
- Knowledge of Facebook, Twitter and YouTube
- Good command of written English with accurate grammar & spelling
- Attention to detail, especially dates, times & locations
- Ability to build relationships and make connections with the various student & administrative groups
- Must have tact, professionalism and be committed to maintaining confidentiality as required

The Social Media Webmaster will be paid a rate of \$15.00/hr for each hour worked. This position may be posted as a Work-Study position requiring a supplementary application.

If at any time Social Media Webmaster has any questions or concerns related to their employment, they should speak to the Assistant Dean, Student Life (ADSL) and/or the Innis College Communications Officer immediately.