Department of Campus Recreation and Health Promotion

Title: Assistant Web Developer

Location: Student Rec Center

Job Type: Student Assistant

Start Date: ASAP

Job Description:

Assistant Web Developers within the Marketing Department provide the Department of Campus Recreation with expertise in designing and editing all web content. He or she is expected to have basic knowledge of HTML and be able to work in a CMS (Content Management System) environment. They are also expected to possess effective communication skills and a penchant for problem solving.

Primary Responsibilities:

- Link online Event Calendar to University Calendar, Google Docs, and Facebook outlets
- Hold monthly meetings with the University Web Master
- Update Reach Screens
- Email slides to Heights buildings
- Complete all projects within time outlined by Marketing Request Forms
- Implement/edit all text, graphic, and video content via the university’s Terminal 4 Content Management System
- Communicate with Area Supervisors and Professional Staff about website specifications and inputs

Qualifications:

- Current Montclair State University student
- CPR/First Aid Certified
- Ability to adapt to ever-changing work environment
- Strong command of CMS
- Proficiency in HTML
- Preferred knowledge of CSS and Java Script
- Maintain a minimum of a 2.0 GPA and uphold good academic standing

Application Instructions:

Send resumes to depaulag1@montclair.edu.