Web Content Positions

- Assistant Web Content Manager
- Blog Content Contributor
- Copy Editor

Assistant Web Content Manager
Reports To: Web Content Manager

Position Requirements:
- Responsible for assisting in overseeing KTSW Wordpress blog, ensures daily content and coordination from all editors and contributors
- Manages and trains a volunteer staff
- Works closely with Social Media Administrator, Sports Director, Music Director and News Director
- Flexible schedule, must be available for at least six hours a week in office
- Previous KTSW experience or other collegiate publication experience preferred
- Performs other duties as assigned
- Assists in the creative development of unique web content

Skills:
- Ability to listen, write, and speak effectively
- Ability to proofread written copy for AP Style and PUG errors
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate and mitigate conflict with co-workers
- Ability to design, plan, organize and implement projects and tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success

Notation:
S = Supervisory Role
B = Blogger
C = Content Management
V= Volunteer Position

General Copy Editor

Reports To: Web Content Manager

Position Requirements:

- Coordinates with the Web Content Manager and various departments
- Edits and submits blog posts from the News, Sports and Music departments as assigned
- Responsible for web content submissions for the department, ensuring accuracy and consistency in writing, editing and proofreading of WordPress blog content
- Writing for Mass Media (MC1313) experience is a preferred
- Having passed the PUG exam is preferred
- Flexible schedule, must be able to work at least four hours in office a week
- Performs other duties as assigned

Skills:

- Ability to listen, write, and speak effectively
- Ability to proofread written copy for AP Style and PUG errors
- Ability to learn new applications
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- Ability to plan, organize, and implement tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success

Notation:

B = Blogger
V = Volunteer Position

Web Content Contributor

Reports To: Web Content Manager

Position Requirements:
- Creates, writes, edits and submits unique blog posts as assigned
- Creates posts and articles that reflect KTSW's brand
- Responsible for web content submissions for the department, ensuring accuracy and consistency in writing, editing and proofreading of WordPress blog content
- Flexible Schedule, must be able to must be able to work at least four hours in office a week
- Performs other duties as assigned

Skills:
- Ability to listen, write, and speak effectively
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer
- Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- Ability to plan, organize, and implement tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success

Notation:
B = Blogger
V = Volunteer Position