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
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