

## Job Description- Webmaster

**Supervisor:**

Marketing Coordinator

**Primary Function of Position:**

- Design & update information on Campus Recreation websites as requested
- Work with development teams or managers for keeping the site up-to-date and prioritizing needs, among other tasks
- Ensure all sites are in compliance with TXST design standards and are ADA accessible
- Work with all areas of Campus Recreation to coordinate web pages
- Strong organization skills and attention to detail
- Up-to-date with the latest web and email trends, techniques and technologies with a passion to learn and use new skills
- Ability to work independently and as a team with excellent communication, interpersonal and teamwork skills
- Execute additional duties as assigned

**Qualifications:**

- Ability to communicate effectively both orally and in writing with multiple constituents
- Management Information Systems, Computer Science, or related major
- Strong people skills and ability to work in a team environment
- Flexible work schedule
- Self-starter who works well independently
- Basic knowledge of VHTML, CSS, JavaScript and W3C Standards is preferred

**Wages/Scheduling:**

Routine office hours will be scheduled on weekdays between 8am to 5pm for editing and can be designed around courses. The position offers approximately 10 hours a week. Training on [GATO](#) (Texas State's website management system) and other Texas State specific software will be provided.

**Evaluation:**

All Campus Recreation student staff undergo routine evaluations with supervisors as a student development opportunity. Opportunities will also exist to evaluate upwards on an anonymous basis.

**Other:**

In accordance with the Student Affairs Division/Campus Recreation Office Strategic Plan, other duties as assigned.

Texas State University will not discriminate against any person (or exclude any person from participating in or receiving the benefits of any of its activities or programs) on any basis prohibited by law, including race, color, age, national origin, religion, sex or disability, veterans status or on the basis of sexual orientation.