

Communications & Marketing Department

**Student Website Coordinator for Communications & Marketing
Kent State University at Ashtabula****Position Summary:**

The Student Website Coordinator will assist with website updates, website maintenance, archiving of website files, and assistance with CRM transition for the Communications & Marketing Department at Kent State Ashtabula. The position offers many opportunities for building website skills and working in collaboration with a full-service marketing and public relations department. Students will gain real world experience serving a variety of “clients” in a university setting.

Duties and Responsibilities:

1. Website
 - a. Update online events calendar
 - b. Monitor website pages for typos, broken links, and out of date material
 - c. Post updated or edited content (text and images) to website
 - d. Organize, catalog, and update website images
 - e. Take photos, as needed, to be used in the above projects
 - f. Assist in organizing and sorting files for website CMS and CRM transitions
 - g. Assist in relocating and copying web pages into new CMS and CRM
 - h. Ensure website elements meet University design standards
2. Collaboration
 - a. Actively participate as a member of the Communications & Marketing Team
 - b. Assist in marketing strategy sessions; submit work for critique prior to web/social media publication
 - c. Collaborate with other KSUA departments and programs to ensure accurate and high quality web/social media assistance that meets the customer’s requirements
3. General Marketing Duties
 - a. Assist in posting print items on bulletin boards and removing old items from boards
 - b. Assist at campus events, as needed, with set up, needed online promotion, and photography
 - c. Assist with organizing electronic files in Communication & Marketing drive
 - d. Assist with general office duties, such as copying, faxing, scanning, and making phone calls to clients and area businesses

Qualifications:

- Strong computer skills with Microsoft Office applications (Word, Publisher, Power Point, Excel)
- Experience with website CMS or HTML
- Experience with digital photography/videography preferred
- Reliable, professional, and well organized
- Strong interpersonal communication skills to work effectively with KSU personnel

Requirements:

- Admitted to Kent State University and enrolled in 6+ hours of course work for Summer 2018 or Fall 2018
- Minimum GPA of 2.5 required
- Preference given to undergraduate students pursuing a degree in computer science, information technology, communications, or closely related field, but other degrees will be considered.

Position Details:

- Reports to Communications & Marketing Manager
- Start Date: August 27, 2018 / End Date: May 10, 2019
- Salary: \$8.30 per hour
- Hours: 20 hours per week, flexible schedule (must be available to work between the hours of 8 a.m. and 5 p.m., Monday-Friday)
- Work study eligible preferred

Application Information:

Please submit cover letter and resume to the contact below. If you have done previous website work, please include links to 1-3 web pages you have worked on.

Application Deadline: Friday, May 18th at 5:00 PM

Contact Information:

Jason A. Tirotta
Manager, Communications & Marketing
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