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   b. Monitor website pages for typos, broken links, and out of date material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: May 21, 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
Kent State University at Ashtabula
3300 Lake Road West
Ashtabula, OH 44004
(440) 964-4567
jtirotta@kent.edu