Web Communications Graduate Assistant Position Description

Availability: June 2011 – May 2012

Status: Applications accepted June 2011 until filled.

Contact Information: Name: Mollee Sheehan
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Required Application Documents: Submit a résumé of employment history, a list of three references and three writing/project samples (news or feature writing, web sites, video or slideshow productions, or other creative writing or multi-media projects) to Director of Web Communications, Mollee Sheehan in Somsen 209-C.

In this position, the GA student will attain a comprehensive, holistic understanding of building and maintaining website content – from planning site structure and navigation, to creating user-friendly, engaging content and maintaining high-quality, continuously refreshed websites.

Duties for the position include:

- Writing, editing and managing web content for the WSU website
- Updating time-sensitive information on the University website
- Assisting with web publicity for University initiatives and events
- Assisting University departments and individuals with web content needs and standards
- Producing, editing and managing multi-media and new media web tools (blogs, images, audio and video)
- Project management, including direction of WebCom student employees

Additional responsibilities may include:

- Editing, tagging and archiving images
- Producing and editing video
- Editing and proofing website content
- Independent communications projects as assigned
- Implementation, management and analysis of social media initiatives

Qualifications are:
- Excellent writing, editing and organizational skills
- Customer relations skills
- Professional and mature attitude and dependability
- Basic comfort with technology and willingness to learn new technologies

Preferred qualifications are:
- Experience with multi-media (images, audio, video) production and editing software (e.g., Photoshop)