Student Job Description

Department: Facilities - Sustainability  Location: Facilities Building

Supervisor’s Name: Alex Lykins

Please indicate hours/shifts available: Day time and possibly nights and weekends

Rate of Pay: minimum wage

Purpose/Role of the Position(s) within the Department:
Title of position - Facilities Web Communications Assistant. The person filling this role would be trained to use Web CMS (Content Management System) and be responsible for updating the Facilities Services website.

Duties and Responsibilities:
• Review Facilities Services website critically and carefully
• Work on page-by-page updates alongside relevant staff members
• Meet with each department to update staff listings, descriptions and relevant additions
• Increase resources on the Facilities Services website, ex. Recycling information, Construction project updates, etc.

Qualifications for the Position:
• Position requires an interest and skill in writing
• Position requires an interest in web communications
• Energy, motivation and initiative