

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