**Student Job Description**

Department: Facilities - Sustainability          Location: Facilities Building

Supervisor's Name: Meghan Haley-Quigley

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

Rate of Pay: minimum wage

Purpose/Role of the Position 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
• Proficiency with Microsoft Office programs and internet use
• Attention to detail, flexibility and reliability
• Ability to work with faculty, students and staff in a professional manner and be personable
• Ability to work independently and follow directions
• **Ability to learn new skills**
• Willingness to do a variety of tasks