Web Designer Job Description

Department of Residential Life

Job Responsibilities/Duties

The primary responsibility of the Web Designer is to help plan, develop and manage a new website for the department. Once created and live, the Designer will continue to manage ongoing web development projects. Specific duties include:

First 3 months:

- Review current website and in consultation with key stakeholders, plan and create a new website for the department.
- Test website functionality and accessibility prior to going live

After new website is live:

- Create, design, and edit website content—both written and graphic
- Support key office personnel on procedures for editing website content
- Participate in planning for web utilization. Anticipate key events, news items and processes to be highlighted at key points in the year.
- Gather feedback from users and make recommendations for appropriate changes based on feedback
- Monitor analytics and make recommendations for improved functionality and content

Minimum Qualifications:

- Available to work 8-15 hours per week during the school year.
- Experience writing web content.
- Proven ability to communicate with stakeholders and appropriately incorporate suggestions and feedback.

Preferred Qualifications:

- Experience with web development languages.
- Experience with Adobe Creative Suite (Photoshop, InDesign, and Illustrator)
- Knowledge of multimedia production software and/or video editing system
- Experience with social media

Pay Rate: $8:00 an hour

Submit resume and letter outlining qualifications to reslife@mst.edu no later than Monday, September 22. For questions, contact pained@mst.edu.