

## JOB DESCRIPTION – WEB TEAM

Bethany Website, Mingenback Art Center, Bethany College

POSITION TITLE: Web Team

SUPERVISOR: Web Manager: Janie Tubbs

FUNCTIONS: To assist the Web Manager with website

Primary functions include:

- 1) updating pages on the Bethany www. site and the Bethany Intranet.
- 2) working with different areas across campus to bring their pages up-to-date

### RESPONSIBILITIES:

Data management

Update & develop web pages

Take photos as necessary

Perform other duties as assigned

### POSITION REQUIREMENTS:

3-10 hours/week during school year (Variable)

Daytime work schedule only

### QUALIFICATIONS:

Excellent computer word processing and data entry skills necessary

Web experience preferred, but not necessary. Dreamweaver knowledge would be excellent.

Work Study student preferred, but not necessary

Detail oriented

Highly responsible, accurate, and respectful of confidential materials

Ability to work as a team member with faculty, staff, and other members of the Web Team

Ability to learn and take directions

### STANDARDS OF PERFORMANCE:

Periodic evaluation by the Web Manager

Career Services

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