



Position Description for Student Webmaster

The primary focus of this position is to maintain the website for all facets of the Division of Recreational Sports.

QUALIFICATIONS

- Proficient in the following programs:
 - Adobe Dreamweaver
 - Adobe Photoshop
 - Acrobat Professional
 - Internet Browsers
- Self-starter who takes initiative
- Strong verbal and written communication skills

PRIMARY DUTIES

- Update, edit, proof, and create web pages for the Division of Recreational Sports in current version of web software (Dreamweaver MX 2007).
- Create design prototypes including graphic design, site navigation, and content layout for website.
- Use knowledge of existing materials, target markets, current design themes, and organizational resources to make relevant improvements and changes to the website.
- Manage web content through writing and or copyediting of text.
- Keep logos, photos, and all other graphics resources up-to-date.
- Ensure that the layout of the content is accessible and logical; recommend improvements if necessary.
- Perform maintenance and updates to existing websites when requested.

DETAILS

- Pay rate: \$10.25
- Flexible hours
- Start date: As soon as possible
- Work study preferred
- Contact Megan Holman at mholman@recsports.wisc.edu to apply.

UW-Madison Division of Recreational Sports
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