MARKETING – WEB/CONTENT MANAGEMENT
GRADUATE ASSISTANT

Position
The Graduate Assistant for Marketing – Web Development/Content Management will assist the department in the management and administration of Campus Recreation & Intramurals (CRI) program marketing and publication projects through the website. This position will also provide opportunities for experience in other Campus Recreation and Intramurals program areas, including Facilities/Informal Recreation, Fitness, Club Sports, Intramurals, Southern Adventures and Aquatics.

Campus Recreation & Intramurals (CRI), a department within the Division of Student Affairs, provides growth opportunities and educational experiences that enrich the lifelong learning process of Georgia Southern students. Benefits of participation in CRI programs include the application of leadership, decision-making, problem solving, conflict management, communication, and social skills.

Responsibilities
The Marketing – Web Development/Content Management Graduate Assistant’s responsibilities include the design and maintenance of the Campus Recreation & Intramurals (CRI) website in an ongoing effort to create an effective communication tool between CRI programs and their participants. This is achieved by ensuring updates are made in a timely manner, creating interactive web pages, setting up and accessing online databases, and other programming tasks of various sizes and scopes through our content management software, Wordpress. Additional duties may include recruiting, training, scheduling, supervising, evaluating undergraduate Marketing Team members, assisting with CRI special events and performing other duties as assigned.

Required Qualifications
• Bachelor’s degree in Communications, Information Systems or Technology, Computer Science, Graphic Design, or related field
• Admission into a GSU graduate program
• Demonstrated experience with HTML, CSS, JavaScript, PHP, and Adobe Creative Suite
• Excellent verbal/written communication skills
• Motivation, enthusiasm, and attention to detail
• Self-starter, professionalism and willingness to learn

Preferred Qualifications
• Proficient computer skills – Mac, Windows and Linux (also Microsoft Office, Google Apps, etc.)
• Experience with the following:
  o Google Apps Script
  o Content management systems – especially Wordpress
  o Bootstrap
  o Asynchronous JavaScript – Node.JS
  o SQL and Access databases
• CPR/First Aid certifications

Stipend
$8,000 for a 9-month appointment and a full tuition waiver. Student is responsible for activity fees and books. Professional development funding available. Summer employment is available.

To Apply
Send a letter of application, resume, and three references to:
Jeremy Wilburn, Assistant Director
Georgia Southern University
Campus Recreation and Intramurals
P.O. Box 8078
Statesboro, Georgia 30460

For more information, contact
Campus Recreation & Intramurals at 912.478.5436
or e-mail jwilburn@georgiasouthern.edu.

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