**Job Opening:** Web Designer/Editor for MSU Recreational Sports & Fitness

**Summary of job:** The Web Designer/Editor will be responsible for the on-going development and maintenance of two websites and the online presence for Rec Sports & Fitness' (RSF), which includes the Hosaeus Fitness Center & Outdoor Rec Programs.

**Job Description:** The Web Editor takes the lead in accomplishing the departmental web-presence mission. Rec Sports & Fitness’ web presence mission is to provide accurate, timely information while being dynamic, interactive and relevant to the Montana State University students and community.

Under the supervision of the Marketing Specialist the editor will post weekly updates of programs, manage content, implement improvements and oversee the accuracy and timeliness of the website.

Priority will be given at this time to complete the implementation of a web overhaul for Outdoor Rec Programs.

This position will work in conjunction with a Student Design Team consisting of Graphic Design Assistants and Social Media Coordinator.

Duties include:
- Managing program and content changes on websites
- Assuring accuracy and relevancy of content
- Weekly updates of programs and events
- Implementing design changes & site improvements
- Routine site maintenance tasks
- Collaborating with a Student Design Team
- Providing periodic web-related updates/presentations to RSF administrative team

**Qualifications:**
- Organized and reliable, with the ability to take instruction and ask appropriate questions concerning tasks at hand.
- Experience designing and maintaining web sites
- Experience with HTML, CSS, and JavaScript visual and text editors
- Preferred: experience developing a web site
- Preferred: Familiar with MSU's web content management software system (Web CMS)
- Preferred: Experience embedding PDF files in to a web page
- Knowledge of Adobe Dreamweaver CS5.5 or above
- Working knowledge of Photoshop, InDesign and other publishing programs
- Demonstrated ability to work both independently and with minimal supervision
- Able to meet deadlines

**Application Instructions:** Please submit a resume to:
recsports@montana.edu or the Rec Sports Office, Rm. 120 Hosaeus Fitness Center