

Job Title: Website Coordinator
Reports to: Director of Marketing
Terms: Full-Time 12 Month Position with Benefits
Salary: Dependent on Qualifications

Position Summary:

Under the direction of the Director of Marketing, the Website Coordinator administers campus websites and the athletic website by keeping content and design current; helps oversee social media for campus departments.

General Tasks:

- Update all site pages (copy, images)
- Upload and update college catalog using InDesign
- Create online forms
- Update campus directories and faculty bios/credentials
- Maintain web calendar of college events, schedules and activities
- Update course syllabi on website each semester as mandated by the state
- Maintain current course evaluations on website as mandated by the state
- Setup new seasons for each athletic team (15) yearly
- Set up and maintain schedules and rosters for all athletic teams (15)
- Take photographs as requested of campus events and activities and athletic teams (individuals and action)
- Second contact (after Director of Marketing) for social media to designate page administrators; monitor content/posts on pages
- Post current events and news to the entrance marquee
- Required to be collegial, respectful, and professional with faculty, staff, and students at all times
- Workplace attendance is essential for job function
- Ability to work full time is essential
- Other duties as assigned.

Minimum Education, Skills, and Abilities:

- High school diploma or GED (Associate Degree preferred)
- Demonstrate proficiency in the use of computer applications (Google, word processing, spreadsheet, etc.)
- Knowledge of design software (Dreamweaver, Photoshop, InDesign, Illustrator, Acrobat)
- Work with multiple web-based content management systems (Dreamtaxi, PrestoSports)
- Basic web familiarity, knowledge of HTML and coding

- College-level communication skills required (spelling, grammar, punctuation, sentence structure, business letter writing)
- Demonstrate ability to organize and prioritize activities
- Ability to communicate in a friendly and professional manner regardless of the situation
- Ability to multi-task

To apply, please submit via email only:

- A current resume/CV
- A WTC Application (Please do not say “see resume”) [Application](#)
- A cover letter – not to exceed 2 pages, that includes a description of how the applicant meets the listed qualifications. The applicant may also include other applicable professional experience.

Review of applications will begin immediately and continue until the position has been filled. Application documents received without a cover letter describing your fit for the position will not be considered.

Please email documents to jobs@wtc.edu.