

**STH**  
**Job # 900685**  
**Job Description**  
**Media - Web Assistant**

**Pay Type: Work Study**

**Schedule: 10 hrs/wk (flexible hours)**

**Rate: \$9.25/hr**

**Supervisory Details:** The individual in this position reports to the Associate Dean of Community Life.

**Principal Duty – Designing and/or supporting web and media based educational materials such as webinars, live video captures and livestream sessions.**

**Example of Duties:**

- Videotapes classes, lectures or other events as scheduled and approved.
- Develops and maintains web site structure for Internet sites.
- Develops and implements multimedia design using appropriate web publishing, editing and graphics applications.
- Maintains technical expertise in web design tools and acts as technical resource for software in field of expertise.
- Participates on various committees.
- Checks equipment for damages or malfunctions.
- Performs preventative maintenance and cleaning on equipment.
- Maintains supply inventory including equipment parts and other supplies and orders according to established departmental procedures.

**Minimum Qualifications**

Candidate should have basic computer and MS Office skills; basic video and webinar design skills; experience with livestreaming functions; good interpersonal communication skills; and the ability to work well with others.