



Position Description Webmaster

Responsibilities

- Designs Campus Recreation website and related materials promoting Campus Recreation events, activities, facilities and programs.
- Performs daily website updates to reflect intramural schedules and results, fitness class schedule updates, Rec Center facility hour updates, etc.
- Ensures Campus Recreation website complies with current UTSA regulations.
- Represents Campus Recreation at various UTSA programs including staffing information tables and providing materials for distribution at the table.
- Assists Campus Recreation professional staff members with information technology-related duties (serves as “in-house” information technology expert for minor computer situations).
- Develops new technology ideas for implementation with the department and on the website
- Performs other duties as assigned.

Expectations

- Presents a professional appearance and attitude.
- Works independently on projects.
- Maintains a high standard of customer service.
- Demonstrate strong initiative.
- Demonstrates an understanding of diversity.
- Acts an ambassador for Campus Recreation both at work and away.

Minimum Qualifications

- Must be currently enrolled at UTSA with a minimum overall GPA of 2.00.
- The ability to make professional decisions for everyday and emergency situations
- First Aid, Adult CPR and AED certified.
- Familiar with HTML website design and associated software programs
- Comfortable with Adobe Dreamweaver and database applications

Working Conditions

- Maximum hours allowed per week are 19 (average 15)
- Work will take place on the 1604 Campus in the Recreation.
- Work shifts include morning, afternoon, evening and weekend hours.
- Some required holiday hours.

Pay Rate

- Starting pay: \$9.00 /hour