



Position: General Manager of Online Publishing

Classification: Student Employee (part-time)

Description: The General Manager of Online Publishing is responsible for collaborating with Executive Staff members in updating and maintaining all Cougar Media Network websites. The General Manager of Online Publishing actively explores new means of publishing CMN information and works with other general managers and editors to implement new methods, as necessary.

Requirements:

- Minimum of 2 years experience with Adobe InDesign, Photoshop, and Illustrator
- Minimum of 2 years experience with Wordpress, etc.
- Fluency in HTML and CSS
- Proficient in PHP, Javascript, Actionscript/Flex, and jQuery

Pay: \$9.00-10.00/hr (based on experience)

Work hours: Up to 20 hours per week. Must be available to work some evenings and weekends throughout the academic year

Position begins: August 2009

Responsibilities:

- Collaborate with Executive Staff members in the design of CMN-endorsed materials and products
- Update and maintain all CMN websites
- Recruit, hire, train and supervise Assistant Webmaster
- Complete mid-year and end-of-year evaluation of Assistant Webmaster

Qualifications:

- Knowledge of other scripting languages/CMS experiences a plus
- Excellent communication skills – both written and verbal
- Ability to maintain confidentiality when required
- General knowledge of office equipment (fax machine, copier, etc.)
- Ability to work autonomously with limited supervision
- Able to use human relations skills to interact with individuals from a variety of backgrounds and to exhibit a positive, helpful attitude
- Ability to work and maintain focus in a chaotic, high-energy environment

Expectations:

- Attend all Cougar Media Network Executive Board and Media Board events as a voting member
- Attend Cougar Media Network retreat (to be scheduled prior to the start of Fall 2009 semester)
- Post and maintain schedule of weekly office hours
- Meet regularly with Assistant Director for Student Media Organizations to review status of Cougar Media Network websites, potential updates and needs of area
- Establish professional relationships with full-time staff members from the Office of Information Technology and Marketing and Communications