Rocky Mountain Student Media Web Master

Description: The Collegian Web Master is a student who takes initiative daily and is responsible for overseeing daily changes to Rocky Mountain Student Media Corporation's websites. This person is detail-oriented and dedicated to website usability and consistency, and is responsive to the changing web needs of an evolving publication. The position requires a commitment of around 10 hours per week of work-related duties.

An ideal candidate has the following qualities:
- Strong understanding of web optimization tactics.
- Good understanding of WordPress functionality
- An ability to analyze and interpret data drawn from Google Analytics.
- Strong understanding of SEO, and ability to communicate tactics to others.
- Basic understanding of HTML5.
- Basic understanding of CSS.
- Basic understanding of JavaScript.
- Willingness to learn and try new things.
- Basic understanding of frontend web development, or a willingness to learn.
- Basic understanding in code libraries (JQuery)
- Critically thinks about digital presence and increasing readership.
- Understands the importance of working outside of business hours to respond to the team's concerns.
- Communicates challenging concepts effectively to a wide variety of knowledge levels.
- Responds quickly to feedback and criticism, and adjusts for the success of the team.
- Effectively balances time commitments outside of work.
- Understands the need for unique digital content to build greater engagement with audiences.

Main Responsibilities:
- Maintains a cohesive and updated website design across departments.
- Responds to varying needs, and communicates with the Digital Production Manager to ensure goals and visions are met across departments.
- Assists Digital Production Manager in developing a new navigation method for the *Collegian* website that incorporates other departments in a consolidated manner.
- Works with the *Collegian*'s outside web consultant to trouble-shoot problems that arise.
- Works with the Digital Production Manager in crafting new strategies to increase web traffic.
- Responds to daily changes necessary for smooth presentation of content.
- Works across departments and with the Digital Production Manager to tackle long-term web projects.
- Trouble-shoots daily problems that arise on the website or on Wordpress that interfere with production of content.
- Recognizes errors on the website, and either responds to them or informs the appropriate people in order to resolve the error as quickly as possible.
- Ensures that visuals are shown properly, and in general, ensures the website's content is fully functional.
- Actively works to improve audience engagement through website functionality, design and recommendations to editors.

Compensation: The Editor-in-Chief and the CEO of Rocky Mountain Student Media Corporation will negotiate compensation with the RMSMC Web Master. Compensation will be hourly and paid through University merit work-study.

To apply: Submit a resume and cover letter to edouglas@collegian.com with the subject line: "*Collegian 2017-2018 Application: Web Master*" by 11:59 p.m. on Tuesday, April 11, 2017. Interviews will be scheduled and held by the Editor-in-Chief between April 10 and April 14. Be prepared to answer questions regarding the attributes and responsibilities listed above.