

The Rocky Mountain Collegian Webmaster

The Collegian Webmaster is a leader who takes initiative daily and is responsible for overseeing daily changes to Rocky Mountain Student Media Corporation's websites. The Webmaster 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 10 hours per week of work-related duties.

The ideal candidate possesses 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, CSS and JavaScript and in code libraries (jQuery).
- Willingness to learn and try new things.
- Basic understanding of frontend web development, or a willingness to learn.
- 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

- 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 troubleshoot 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.
- Ensures that visuals are shown properly, and in general, ensures the website's content is fully functional.
- Works across departments and with the Digital Production Manager to tackle long-term web projects.
- Actively works to improve audience engagement through website functionality, design and recommendations to editors.

Managerial Responsibilities

- Maintains a cohesive and updated website design across departments.
- Troubleshoots 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.

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

To apply: Submit a resume and cover letter to fczarnecki@collegian.com and afleskes@collegian.com with the subject line: "Collegian 2019-2020 Application: Webmaster" by 5:00 p.m. on Thursday, March 28, 2019. Interviews will be scheduled and held by the 2019-2020 Editor-in-Chief and Managing Editor and the 2018-2019 Webmaster between March 29 and April 3. Be prepared to answer questions regarding the attributes and responsibilities listed above.