



THE CRESCENT WEBMASTER

Marketing & Communications

DESCRIPTION

The Webmaster is essentially the IT department of The Crescent. Crescent staff and website users should be able to depend on the Webmaster to resolve website issues and provide support when navigating both the front- and back-end of the website. The Webmaster is responsible for checking their email regularly and replying promptly to website issues and user questions. At the end and beginning of each school year, there is a list of maintenance items that the Webmaster must complete in order to keep the site functioning correctly.

QUALIFICATIONS

Necessary Skills: Familiarity with Wordpress, dependability, responsibility, timeliness.

Preferred Skills: Knowledge of web programming languages.

Applicants must be full-time students (minimum of 12 credit hours) in good standing with George Fox University for the duration of the time they hold their position. A minimum cumulative GPA of 2.5 is required at the time of application and must be maintained for the duration of the position.

TIME COMMITMENT

- Around 10 hours per week on average (layout days may increase time)
- For payment inquiries, visit the ASC offices