

TECHNOLOGY & WEB SITE ASSISTANT POSITION DESCRIPTION

The Technology & Web Site Assistant (TWSA) is an integral member of the Housing and Residence Life team, serving as one of the initial representatives of the department and Seattle University (SU). The Technology & Web Site Assistant will primarily update, develop, and manage the customer facing experience for Housing and Residence Life (HRL). These include HRL website, Housing application database (StarRez), and other front desk duties as assigned. The Technology and Web Site Assistant will also help update and coordinate HRL apple devices.

Reports to: Assistant Director of Housing Operations and Office Manager

Qualifications:

- Current Seattle University student
- Minimum 2.5 GPA
- Previous web design and HTML experience.
- Knowledge of or desire to learn CSS, HTML5, photo editing skills
- Ability to manage devices such as mobile devices, tablets, etc.

Additional Preferred Qualifications:

- Previous experience using Terminal4, our existing CMS (content management system) at SU or another CMS
- Knowledge of or desire to learn SQL

General Responsibilities:

1. Update and maintain HRL website.
2. Work with AD of Housing Operations to update and maintain mobile devices.
3. Demonstrate a friendly demeanor that is welcoming and inclusive to all who approach the office.
4. Protect confidential student information to be in compliance with FERPA.
5. Maintain a positive and productive work ethic.
6. Provide support for HRL through assigned tasks.
7. Be available to cover extra shifts when needed.
8. Available to work weekends when necessary.
9. Other duties as assigned.

Terms of Employment:

1. Start of employment will begin with training during Spring Quarter 2018 with negotiable start date during Summer Quarter. If summer employment is not feasible, then fall training will start August 1, 2018.

Seattle University Housing and Residence Life does not discriminate on the basis of race, religion, gender, sexual orientation, or disability.

Housing and Residence Life

Technology & Web Site Assistant Description 2018-2019

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2. Appointment is for one academic year.
3. Because of the nature of this position, the TWSA must be:
 - a. Available to return prior to the opening of the residence halls each quarter and work until the closing of the halls each quarter.
 - b. Responsible for covering holidays and other University breaks (including Thanksgiving, Winter, and Spring Breaks).
4. TWSA must adhere to all expectations outlined in their contract. They may be dismissed from the position for continued poor performance.
5. TWSA is formally evaluated once per academic year and will be provided feedback throughout their employment period.
6. The period of employment is contingent upon the successful completion of tasks, positive evaluations, and exhibition of personal growth in the position.