

Chamberlain Student Center – Student Employee Job Description

Job Title: Web Designer

Reports to: Rio Napoli, *Assistant Director*

Job Summary: The Web Designer is responsible for creating and editing all web materials to promote the Student Center and maintaining the Student Center site. The Web Designer also may be asked to create internal documents and designs for social media.

Specific Tasks, Job Duties, and Responsibilities:

- Maintain CSC web site
- Design content and pages as needed
- Update content
- Research other university sites to keep CSC page current
- Work collaboratively with marketing team to accomplish departmental wide initiatives
- Attend staff meeting and training sessions
- Maintain cleanliness of the working area
- Other duties assigned

Basic Qualifications: Must be enrolled in Rowan University undergraduate or graduate programs. Must be able to demonstrate high-level of customer service and appropriate web editing skills. Must be in good academic and conduct standing with the University.