

Position Title: Website and Technology Administrator

Division: Graduate and Professional Student Council

Department: Dean of Students Office

Job State Date: July 1, 2017

Job End Date: June 30, 2018

Position Summary: The position is responsible to the Graduate and Professional Student Council (GPSC), reporting to the GPSC President or persons designated by the GPSC President. The Administrator is responsible for the maintenance of website content, public calendar, mailing lists, and providing triage style tech support. The Administrator will work with the GPSC President, Executive Vice President, and Administrative Vice President to ensure effective use of GPSC's technological resources.

Work Schedule: Part-Time (2–7 hours per week on average). Work hours are flexible.

Application Requirements: Limited to current UA graduate/professional students who are registered/enrolled in Fall 2017 classes.

Compensation: \$15.00/hour; stipend paid at the end of fall and spring semester (twice per year) through the Bursar's Office (UAccess) based on hours of work; no benefits or tuition reimbursement.

Minimum Deliverables: Keep GPSC website and mailing lists updated. Schedule and attend meetings with SASG regarding website upkeep and IT issues.

Duties and Responsibilities: The GPSC seeks a friendly, service-oriented graduate/professional student in good academic standing to maintain the GPSC website and mailing lists. In addition, the Website and Technology Administrator will be responsible for providing basic technical support for the GPSC personnel. The Administrator will attend at least one GPSC General Council and two Executive Board meetings each semester.

The Administrator will work with University Staff and GPSC personnel to maintain the GPSC website, calendar, and mailing lists. The Administrator will provide other technical support as needed by the Executive Board, General Council, and GPSC staff.

Minimum Qualifications

- Registered UA graduate or professional student
- Demonstrated organizational and time management skills
- Experience in website and listserv management
- Ability to resolve problems quickly and accurately and determine appropriate actions and solutions
- Ability to work effectively in an autonomous position
- High proficiency in MS Office (Word, Excel)

Preferred Qualifications

- Previous professional experience
- Basic knowledge of Drupal or other website editing software
- Experience managing websites and developing web content
- Demonstrated success with student advocacy
- Previous IT support experience