
STUDENT HOURLY POSITION ANNOUNCEMENT

POSITION TITLE: Student Coordinator, Online Communications

LOCATION: Fort Collins, Colo. – Colorado State Forest Service, CSU Foothills Campus at 3843 LaPorte Avenue

HOURLY PAY RATE: \$10.25/hour

EMPLOYMENT DATES: Student employment is year-round and begins upon acceptance by selected candidate. During fall and spring semesters, hours are flexible at 12-16/week. During the summer, hours are 30-40/week. Possible continuance through degree completion, depending on agency need and employee performance. This job offers opportunities to interact with various divisions within the Colorado State Forest Service.

CLOSING DATE: Application materials must be received by **April 3, 2017** for full consideration.

Minimum Requirements:

- Current CSU/FRCC student with at least three semesters completed in a bachelor's program
- Must have a valid Colorado driver's license or ability to acquire one upon employment

Preferred Experience:

- Experience with WordPress desired
- Knowledge of HTML/CSS preferred
- Excellent knowledge of web best practices for page design, text, images, etc.
- Excellent writing and editing skills; knowledge of and experience with AP style
- Experience with image/graphics creation/editing
- Self-directed; takes initiative to figure out technical solutions to digital communications challenges and works well with teams
- An emphasis in website design, journalism, science communications, digital communications and related fields
- General knowledge of Colorado's forests and natural resources
- Experience with online presentation of video and audio content
- Knowledge of Google analytics
- Experience with social media

Duties and Responsibilities:

- Respond in a timely manner to requests for site updates, page edits, new pages/sections, new graphics, etc. by balancing colleague needs with division best practices
- Copy edit incoming text to conform with AP style, web best practices and division guidelines
- Update online natural resources grants database; research and identify suitable funding sources
- Review and approve event calendar submissions
- Coordination of agency YouTube presence
- Assist with promotion of the database and public website
- Assist with various website and digital communications-related projects, as assigned
- Update Google analytics statistical reports
- Occasional staffing of events

To Apply:

- Please send electronic versions of the application materials to david.iler@colostate.edu.
- Materials should include cover letter, resume, availability, writing samples, college transcript (may be an unofficial copy) and contact information for three professional references.