
STUDENT HOURLY POSITION ANNOUNCEMENT

POSITION TITLE: Student Coordinator, Online Communications

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

PAY RATE: \$15/hour

EMPLOYMENT DATES: Student employment is year-round and begins upon acceptance by the selected candidate. During fall and spring semesters, hours are flexible at 12-16/week. During the summer, hours are flexible and are 20-25/week. Possible continuance through degree completion, depending on agency need and employee performance. This job offers opportunities to interact with various groups (Forest Management, Outreach, District Foresters, IT, Seedling Tree Nursery, etc.) within the Colorado State Forest Service.

CLOSING DATE: Application materials must be received by **May 5, 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 website maintenance and design; WordPress experience desired
- Well-developed writing and editing skills
- 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 academic emphasis in website design, journalism, marketing, science communications, digital communications and/or related fields
- Experience with social media
- An enthusiasm for Colorado forest and natural resources subjects and content

Duties & Responsibilities:

This position is an excellent opportunity for a student to gain hands-on experience administering the Colorado State Forest Service website, addressing Colorado's forests and natural resources. In this position, the student can expect to learn about and use the WordPress content management system. They can also expect to learn about and gain experience using web best practices for page design, text/images, science/technical communications and Google Analytics. We are looking for someone who is enthusiastic about learning and who enjoys helping others.

Other duties and responsibilities of this position include:

- Responding in a timely manner to requests for site updates, page edits, new pages/sections, graphics, etc. by balancing colleague needs with division best practices
- Updating our online natural resources grants database
- Reviewing and approving event calendar submissions
- Coordinating the agency YouTube presence
- Assisting with various website and digital communications projects, as assigned
- Occasional staffing of events

To Apply:

- Please send electronic versions of 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.