**IT Web Editor**

The IT Web Editor will manage and maintain inside.ewu.edu and related sites.

Web Editor duties may include, but are not limited to:

* Create and edit web platform (e.g., WordPress) pages and posts.
* Communicate with Web Services staff about web platform themes.
* Coordinating with Web Services staff about page style changes.
* Understanding of basic HTML, CSS, and JS.
* Understanding of image processing and optimization.
* Performing other related duties as assigned.

This position will report to the Instructional Technology and Web Services supervisor*.*

This position will work a maximum of *19* hours per week based on availability.

Required qualifications:

Applicant must have experience and be proficient in HTML and CSS.  
  
Applicant must possess and demonstrate knowledge of best web practices.

Applicant must possess demonstrated ability to work independently and as part of a team as well as an ability to take direction.

Applicant must have IT and technical skills, or the ability to learn.

Applicant must be detail oriented with strong problem-solving skills.

Applicant must be reliable, responsive, organized, and complete work in a timely manner.

Applicant must be able to work with others at all levels, have a professional demeanor, excellent interpersonal skills, strong communication skills, and emotional intelligence.

Applicant must be sensitive to the needs of a diverse population.

Preferred Qualifications:

Applicant has experience with updating content on WordPress websites.

Applicant should have experience and be proficient in using graphic design programs, including Adobe Creative Suites (i.e. Illustrator, Photoshop, InDesign, Premiere Pro, etc.).

Applicant should have experience with and be proficient in JS.

**Student employees are subject to EWU's employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities**

**All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**

**This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.**

**Salary Range A**