INFORMATION TECHNOLOGY SUPPORT/WEB DESIGNER
University Recreation & Sport Facilities (UR & SF)
Hilltop Recreation Center, University of Wisconsin-Eau Claire

Accountability
Reports to the Events and Marketing Coordinator.

Responsibilities
The Information Technology Support/Web Designer is responsible for maintaining all UR & SF websites as well as serving as the support person for all technology needs such as staff support, equipment purchasing, program creation, and software development.

Specific Duties
- Maintain the University Recreation website (http://www.uwec.edu/recreation) and database
- Attempt to resolve day-to-day issues that occur with computers and other technology
- Explain technology-related issues (both verbally and in writing) to people without “behind-the-scenes” technology experience
- Analyze, design, implement and test applications, both web-based (Ruby on Rails) and local
- Make simple hardware repairs
- Prepare recommendations and provide price quotes for new technology purchases
- Respond to emergency computer situations, even if they occur outside of normal hours
- Assist the Marketing Coordinator, Graphic Designers, and office staff as needed
- Serve as a photographer for special events when requested
- Coordinate with LTS and other departments as needed
- Gain knowledge on emerging technologies and adapt them into the workplace if needed and/or possible
- Maintain and update REACH TV announcement screen and UWEC Recreation mobile app

Expectations
- Maintain a professional, shared workspace
- Basic understanding of HTML, CSS, and Javascript
- Ability to troubleshoot Microsoft Windows and Mac operating systems and software
- Maintain confidentiality in developing programs and managing usernames and passwords.
- Must have a basic understanding of object-oriented design, database design, and SQL
- Ability to independently research and become productive with new technologies
- Familiarity with Adobe Creative Suite (Dreamweaver, Photoshop, Illustrator, etc)
- Experience in A/V equipment and/or video editing
- Follow University and departmental rules, regulations, and guidelines
- Must complete LTS’ STTEP training camp (http://www.uwec.edu/sttep/)
- Basic understanding of printing components and software

Qualifications and Salary
Applicants must be self-directed individuals with a strong work ethic, a positive attitude, good customer service skills and the ability to work well with others. Applicants must be at least a part-time student (6 credits for federal work study, 1 credit for non-federal) with at least two semesters remaining at UWEC.

Base Wage
Division IV: $10.00 per hour

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