

STUDENT LABOR POSITION DESCRIPTION

Labor Program Office

Most Recently Updated 08/07/02

Position Title: Student Web Specialist
Must work 10 hrs/wk.

I. Grade Level: 1-4

II. Description:

A. The following are the essential duties for a in the Department:

1. Creates, updates and maintains web pages
2. Maintains files and images for the web page
3. Designs templates for the web page
4. Suggests improvements for the web design and content
5. Coordinates revisions for the web page
6. Performs other job-related duties as assigned.
7. Assists with Labor Day and ROW weekends as necessary

B. The following are *possible additional* duties for this position:

1. Review new software and technology
2. Provides suggestions for the application of new technology
3. Use a digital camera and software
4. Develop navigation for the web page
5. See that the workplace and environs are clean.

III. Learning Opportunities:

A. Will demonstrate the attributes listed in the *Labor Program Policies and Procedure Manual* for the appropriate level

- B.** Will learn to interpret and articulate observations
- C.** Will learn to develop problem-solving and goal-setting skills
- D.** Will gain experience with Software applications
- E.** Will have the opportunity to develop skills used in web technology field
- F.** Will provide web-site advice to other departments when authorized

IV. Basic Qualifications:

- A. General:** Well developed computer skills and an understanding of Internet and web design
- B. Skill:** Experience with photo design and production software, HTML programming and scanning
- C. Physical:** Maintain a presentable appearance
- D. Academic:** N/A

V. Desirable Qualifications:

- A. Self motivated
- B. Eager to learn
- C. Background in web development

VI. Narrative Summary:

During the course of employment, student will be responsible for the creation and maintenance of Berea College pages. Student will also perform other tasks as needed. Student will become one of the creative forces behind a Berea College connection to the larger world through the creation and maintenance of the departmental web page. As needed student will also assist in labor-related activities throughout the school year. This will produce a self motivated student with practical as well as technological experience.