

### **Sustainability Web Design Work-Study Job Description**

The Sustainability Web Design work-study employee will focus on updating and restructuring the Radford University Sustainability Webpage. Specifically, this position will work with the Sustainability Manager to essentially create a new website within the Radford University CMS system by rethinking the website structure, developing and adding new content, and updating with new information and features.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Review and become familiar with Radford University's Sustainability Program, including the Climate Action Plan.
- Complete the Radford University CMS training and fill out a CMS account request form.
- Work with the Radford University Web Communications team, as necessary, to redesign the Sustainability webpage.
- Develop new web content and update the webpage with current events and relevant news.

### **DESIRED QUALIFICATIONS**

- Familiarity with Microsoft OneDrive and SharePoint is desirable but not required
- Excellent oral and written communication skills

### **SUSTAINABILITY WORK STUDY TERM**

- Spring 2018 Semester
- Employment may be renewed based on job performance and need.

### **TO APPLY**

Submit the application, written responses, resume, and at least one faculty reference to [jnease@radford.edu](mailto:jnease@radford.edu).

**Preference will be given to candidates who submit their application materials by December 6.**