

**TRINITY VALLEY COMMUNITY COLLEGE  
FEDERAL WORK-STUDY  
JOB POSTING**

**ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:**

JOB TITLE	<u>Athletic Web Page Operator and Statistician</u>
DEPARTMENT	<u>Athletics</u>
REQUESTOR - SUPERVISOR	<u>Kris Baumann</u>
OFFICE (Bldg & Room #)	<u>CG 105</u>
OFFICE PHONE #	<u>903-675-6218</u>
OFFICE CONTACT HOURS	<u>M-F 8:00-5:00</u>
# OF STUDENTS NEEDED	<u>1</u>
# OF HOURS PER WEEK	<u>15-19 hours</u>

QUALIFICATIONS REQUIRED Web graphic design, web savvy, planning, web user interface design, web programming skills, teamwork, multimedia content development, understanding of browser capabilities, internet presence, verbal communication

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DUTIES Upgrade site by updating content and graphics; monitoring athletic game results; identifying and evaluating improvement options; introducing new technology; maintaining links; providing information by collecting information data from coaches and SID

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PRE-SCREENING QUESTIONS What is your background in Web Page operations? Do you have access to a computer? Do you work well with athletic coaches? Are you familiar with the Microsoft platform?

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OTHER PERTINENT INFO Are you available to work nights and weekends? Do you have a cell phone? Can you complete tasks in a timely manner?

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