December 9, 2015

Job Description

Digital Content Assistant, Marketing and Public Relations

Develop and publish content to the Furman website using the Content Management System, Sharepoint.

Job Requirements

Ability to work 8-10 hours in the spring semester and up to 29 hours in the summer of 2016 is required.

• Work with staff to develop and publish content for the Furman website.
• Work in Photoshop to resize images and upload images
• Use expertise and good judgment in assigning the most appropriate images to support content
• Proofread all web content
• Ensure content is updated and edited quickly
• Review web content and images for accuracy and adherence to University brand standards.
• Integrate multimedia and social media into the University website.
• Format content to its best functionality online
• Create or edit text, images, graphics and documents for website use.

Knowledge and Skills

• Proficiency in the use of Photoshop.
• Some knowledge of WordPress preferred.
• Some HTML and CSS knowledge preferred, but not required.
• Excellent communication skills are required.

To inquire about this position, please email brandi.timmons@furman.edu.