Department: Wellness Center
Location: Main Campus
Supervisor: Scott LeBlanc
Supervisor Phone: 210-805-5873
Supervisor E-mail: uiwwellness@uiwt.x.edu

Job Title: Multi Media Content Writer and Coordinator
Estimated Hourly Pay Rate: 7.50 - 8.50

General Job Description/Qualifications:
- Create and optimize web content pages
- Utilize WYSIWYG editor to create webpages (the ability to manipulate HTML in certain instances is necessary)
- Manage contents updates from all Sports and Wellness Department
- Conduct meetings with department leaders to establish website needs
- Attending trainings with Web Development Team of UIW
- Follow the University's branding standards and oversee Sports and Wellness Department policy and procedures for branding

Specific Skills Required:
- Basic knowledge and understanding of HTML/CSS and Adobe Creative Cloud
- Ability to manage multiple projects
- Excellent written and verbal communication skills
- Highly motivated/self-starter with a sense of ownership, a willingness to learn, and a strong desire to succeed.
- Pursuing a Baccalaureate degree in Communications/Marketing, Information Systems, and/or a related field at UIW.

**Supervisors: Please indicate if employee will be required to lift, stand for periods of time, wear closed shoes, uniforms, protective eyewear, etc.**