



University Apartments Residence Life (UARL)
Communications/Technology Specialist Job Description

I. BASIC FUNCTION

The Communications/Technology Specialist is a member of the UARL staff and works with the Community Directors. The Communications/Technology specialist provides leadership and assistance to staff and residents in the areas of office management, marketing of programs and initiatives, and web-based activities. The successful candidate will be punctual, highly organized, pay attention to detail, be creative, innovative, and technically savvy. Additionally, s/he must be able to coordinate, compile, and disseminate information from multiple sources.

II. RESPONSIBILITIES

The Communications/Technology Specialist is primarily responsible for all aspects of maintaining the UARL website, coordinating the weekly Umail to residents, coordinating marketing efforts, and answering the assistance line or residents who come into the UARL office.

III. SKILLS

GENERAL SKILLS

The Communications/Technology Specialist candidate must have DEMONSTRATED experiences in the following area:

- Previous experience with web-based operations and communication systems

SPECIFIC SKILLS

- Ability to develop and update web sites (Dreamweaver expected, other programs helpful)
- Ability to use Microsoft Excel and Publisher
- Ability to develop and provide logistical and technical support with regard to web-based activities
- Excellent organizational skills
- Excellent writing skills
- Excellent communications and interpersonal skills
- Ability to work in a team
- Intercultural sensitivity

IV. CHARACTERISTIC DUTIES

A. WEB-BASED INITIATIVES

- Maintains and updates the UARL Website regularly
- Provides logistical and technical support with regard to all web-based initiatives (i.e., surveys, postings, message boards, etc.)
- Take photos of events and provide articles on UARL and other community news/events.
- Coordinate staff and community efforts to be involved in aspects of the website
- Collect information for the website from on and off-campus individuals, units, and organizations

B. ADMINISTRATIVE RESPONSIBILITIES

- Answers the Assistance Line phone (3-9499) during posted office hours
- Follows-up on Assistance Line calls/voice mail messages as appropriate
- Assists residents who come to the UARL office & provides resource information upon request
- Reports issues/concerns to appropriate staff
- Develops training manual for the Communications/Technology Specialist position.
- Assumes other tasks as assigned

C. STAFF RESPONSIBILITIES

- Participates in weekly staff meetings, training and development opportunities

D. COMMUNICATION

- Coordinates weekly Umail, submitting final, publishable draft to Community Director
- Produces and coordinates the distribution of flyers and other marketing/promotional materials.
- Complies program/initiative evaluations
- Represents UARL as assigned: serves as liaison to specific offices and agencies

E. OTHER DUTIES

- Collaborate with UARL staff to address UA problems, services, etc.
- Be available to respond to requests for information and assistance as required by Supervisor.
- Maintain a consistent interest in and concern for the welfare of residents.
- Timely and accurate submission of time sheets and work log.

IV. SUPERVISION RECEIVED

The Communications/Technology Specialist reports to and is supervised by the UARL Community or Assistant Community Directors. The Communications/Technology Specialist is expected to keep supervisors regularly informed of activities and issues. Regular frequent verbal contact is expected. Periodic evaluation is conducted throughout the year.

V. CONDITIONS OF EMPLOYMENT

The Communications/Technology Specialist must be an MSU student enrolled in a degree-granting program
The Communications /technology Specialist must have a **FLEXIBLE** schedule.

PREFERRED:

- Access to a car at all times
- Availability Wednesday afternoons, 3:00-5:00pm for staff meetings.

VI. REMUNERATION

The Communications/Technology Specialist works 10 hours per week and is compensated at a rate of \$10 per hour. Appointments are for the academic school year (August- May) and possibly for the summer.

NOTE FOR INTERNATIONAL STUDENTS: Residents with J-2 visa need special authorization (i.e., work permit) from Immigration to be eligible for employment. If you do not have an F1 or J Visa, please contact the Office of International Students to ensure that this position would not jeopardize your status. International students are authorized to work 20 per week on campus. Therefore, if you plan to have an assistantship or to work more than 10 hours in another capacity on campus then you would not be eligible for the Communications/Technology Specialist (which is a 10 hour per week requirement).

NOTE FOR DOMESTIC STUDENTS: Domestic students are allowed to work 29 hours per week on campus.