

CALS e-News Web Development Intern

College of Agricultural and Life Sciences

Open for Recruitment: 2012-2013 Academic Year

Compensation: 2 credits/semester

Location: CALS Academic Programs Office (Ag Science Room 65)

Materials Required: Resume

Application Procedure: To be considered, applicants must submit a current resume by email to shishonat@uidaho.edu.

Major Function: This position will create, compile, write, and publish the weekly student newsletter during the full 2012-2013 Academic Year. This position will be trained to use Sitecore, UI's website management software to load material onto the college website. This will consist of compiling submissions into the correct category of the newsletter; tracking weekly submissions made to the student newsletter to ensure that all news submitted is included; editing the newsletter; submitting the newsletter to the CALS Academic Programs Administrative Assistant for final editing, approval and distribution. This position reports to the Administrative Assistant to CALS Academic Programs and works closely with the Academic Programs staff and all the departments in the College of Agricultural and Life Sciences.

Responsibilities: (% of time)

Helping to plan, organize, and coordinate the CALS e-Newsletters: (60%)

- Functioning as the Feature Editor for the development and implementation of the CALS Student e-Newsletter - Compile and monitor weekly submissions into web format, editing as needed.
- Train in Sitecore, remaining up to date on new features and methods as they arise.

Helping to plan, organize, and coordinate the CALS e-Newsletters: (20%)

- Work with the AgSAC (Agricultural Student Affairs Council) Reporters to include articles on CALS clubs.
- Attend bi-weekly AgSAC meetings to advertise the newsletter and stay tuned in to what is happening with students clubs.

- Work closely with the Academic Programs Administrative Assistant with other duties as they arise.
- Promote teamwork and cooperation.

Contributes to team effort by: (5%)

- Support Academic Programs staff with day-to-day administrative tasks like: filing, copying, and answering telephones.
- Performing other tasks and special projects as assigned
- Contributing to a pleasant and safe work environment and maintaining a professional manner
- Communicating frequently to the Administrative Assistant concerning work priorities
- Helping with large projects in the Academic Programs Office

Program Evaluation: (5%)

- Attend an Academic Programs Staff Meeting once a month to report on the newsletter – strengths, weaknesses, plans, outcomes.
- Submit a 2 page report at the end of each semester outlining skills acquired for this position; suggestions made to make the newsletters better; what additions or cuts were made to the newsletters; ideas for future newsletters; etc.