Student Engagement & Enrollment Services - Office of Intercultural Relations (OIR)

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IDEA FUSION

Office of Intercultural Relations

OIR – Web Designer/ Manager
Student Position Description

Purpose: To provide support and assistance to OIR staff in the daily operations. Maintain the quality and utility of the OIR website. Ensure that the website reflects the vision and mission of OIR. Ensure the accuracy of information. Assist the staff in streamlining processes. Keep the OIR staff aware of opportunities to incorporate dynamic and innovative Internet features.

Position Requirements/Expectations.

- Expertise in managing printer and computer networks.
- Ability to troubleshoot office printers, copiers, and other office technological items.
- Familiarity with CQ/Adobe Acrobat Author Environment
- Demonstrated ability to multitask and work in a high-paced environment.
- Expertise in all Microsoft Office programs, Adobe, and other programs as utilized.
- Ability to maintain, code, program and troubleshoot OIR's website.
- Knowledge of general computer malfunctions and the resources to correct occurring issues within the office.
- Work with the OIR graphic designer to implement successful marketing tools to be placed on the webpage.
- Assist in the dissemination of OIR's activities, events, and initiatives.
- Research info on website for current and relevant intercultural/global trends that impact student development.
- Attend OIR events and assist with check-in/registration attendees.

Duties:

- Provide front desk coverage for OIR 2114 Webb
  - Works directly with OIR staff to ensure events/information are current on the website.
  - Monitor the printing activities of the office and order supplies as needed.
  - Create/maintain Google Documents for registration, assessments, and event RSVPS.
  - Update the website each week.
  - Update the OIR website's calendar of events weekly.

- Identify and upload current news regarding diversity and cultural competency to the homepage pending the approval of the supervisor.
- Routinely update entire website to ensure current information is posted (OIR staff, contact information, established resources, heritage month information, international student assistance, and others to be assigned).
- Answer telephones, take messages and/or transfer to voicemail or appropriate staff/resources.
- Make space reservations for classes/meetings in 2114 Webb.
- Assist students with check-out of OIR books/movies.
- Make appointments for students to use Rosetta Stone (RS) foreign language software. Issue headsets and retrieve at the end of each session. Update the RS board to reflect weekly appointments.

- Other duties as assigned.

Knowledge and skills derived

- Experience in web design and web development.
- Experience in navigating and working with diverse populations.
- Opportunities to enhance his/her communication and analytical skills, detailed projections, and analysis of project time lines.
- Experience in developing online forms and databases.

To apply: Please submit your resume, cover letter, and a list of references to Stephanie Riggs, Cultural Relations Analyst, at sriggs@odu.edu. Anticipated start date is August 2014.