STUDENT HOURLY POSITION ANNOUNCEMENT

POSITION TITLE: Student Coordinator, Online Communications

LOCATION: Fort Collins, Colo. – Colorado State Forest Service, CSU Foothills Campus at 3843 LaPorte Avenue

HOURLY PAY RATE: $10.25/hour

EMPLOYMENT DATES: Student employment is year-round and begins upon acceptance by selected candidate. During fall and spring semesters, hours are flexible at 12-16/week. During the summer, hours are 30-40/week. Possible continuance through degree completion, depending on agency need and employee performance.

CLOSING DATE: Application materials must be received by February 24, 2016, for full consideration.

Minimum Requirements:
- Current CSU student with at least two semesters completed in a bachelor’s program
- Must have a valid Colorado driver’s license or ability to acquire one upon employment

Preferred Experience:
- Experience with WordPress or similar web content management platform
- Excellent written and oral communication skills
- Experience in the use of Microsoft Office and Adobe Photoshop software
- Experience with online research practices
- Detail oriented with good analytical and organizational skills
- Experience with social media
- Experience with online presentation of video and audio content
- General knowledge of Colorado’s forests and natural resources
- Self-directed and works well with teams
- Knowledge of Google analytics
- An interest or emphasis in journalism, digital communications, natural resources and related fields

Duties and Responsibilities:
- Coordinate existing online natural resources grants database – research grant opportunities, perform data entry based upon research, write descriptive program summaries and maintain a filing system
- Review and approve event calendar submissions
- Assist with promotion of the database and public website
- Update website visual/textual content, including news, secondary pages, run site links reports/repair links
- Assist with various website and online communications-related projects, as assigned
- Develop Google analytics statistical reports

To Apply:
- Please send electronic versions of the application materials to the email address below.
- Materials should include cover letter, resume, college transcript (may be an unofficial copy) and contact information for three professional references.

For questions regarding the position, please contact:
GayLene Rossiter, Web Manager
Colorado State Forest Service
5060 Campus Delivery, Fort Collins, CO 80523-5060
gaylene.rossiter@colostate.edu
(970) 491-8027

This announcement is also posted on our website at: http://csfs.colostate.edu/employment.

CSU is an EO/EA/AA employer. Colorado State University conducts background checks on all final candidates.