**Off-Campus Life Website Designer**  
Lory Student Center 274 (remote until the Off-Campus Life team returns to campus)

**Job Title:** Website Designer  
**Job Classification:** Stu Coordinator  
**Pay Rate:** $14.17  
**Openings:** 1  
**Hours:** Varies Monday-Friday (office is open 8:00am-5:00pm)  
  - Must be available the week of August, 16th 2021 for staff training  
**Hours/Week:** 15 hours minimum (occasional evenings and weekends)  
**Begin Date:** As soon as possible  
**Benefits:** Student benefit information can be found here: [https://hr.colostate.edu/current-employees/benefits/](https://hr.colostate.edu/current-employees/benefits/)

**Website Designer Position Description:** The Website Designer is responsible for maintaining and updating the Off-Campus Life and RamRide websites and for thinking creatively and innovatively about how the office can use new software systems. The Website Designer is also responsible for assisting with website maintenance, including web advertising, and assistance with special projects. This position works closely with the other members of the Branding Team and is also responsible for communicating with other staff on a regular basis to determine office web needs and receive feedback.

**Website Designer Duties and Responsibilities:**
- Take lead on updating and maintaining the Off-Campus Life and RamRide websites  
- Build and style appealing, user-friendly web pages  
- Brainstorm and implement new software projects for the office  
- Schedule Roommate Roundups and post on website  
- Update website calendars  
- Troubleshoot website issues  
- Collect and analyze data post programs related to website traffic and interactions  
- Special projects from professional staff members  
- Monitor Off-Campus Life’s web site to identify out-of-date content and correct web pages as needed  
- Create new or update existing content utilizing contemporary web design best practices that optimize access to information, user experience, and search engine optimization  
- Other duties as assigned

**Off-Campus Life – All Student Staff Responsibilities:**
- Provide exceptional customer service and accurate information to students regarding office services and programs, renting in the Fort Collins community, city codes and ordinances, building neighborhood relations, and more.  
- General front desk/reception duties, including but not limited to answering phones, keeping stats, greeting/assisting customers, etc.  
- Providing exceptional customer service to walk-in and telephone customers by providing information regarding office services and programming, renting in Fort Collins, etc.  
- Working knowledge and application of Party Registration program, Rental Search, etc.  
- Facilitate/present various office programs (Roommate Roundups, etc.) and presentations (Orientations, OCL resources, etc.)  
- Help create, plan, implement, and assess OCL large-scale programs  
- All OCL staff are expected to work some evening and weekend commitments (includes Community Welcome – August; Fall Clean-up – November; Housing Fair – February; CSUnity – April)

**Minimum Qualifications:**
- Be able to attend fall 2021 staff training happening the week of August 16th.  
- Currently pursuing, or have a strong interest in, computer science, CIS, design, or related degree.
• Be accepted for enrollment as a regular degree-seeking student at Colorado State University, carrying at least one credit per term during the academic year.
• Currently have a cumulative GPA of no less than 2.5.
• Be in good academic and disciplinary standing according to Colorado State University standards.
• Must be able to commit to the position for at least one year.
• Working knowledge of HTML and CSS
• Demonstrate exceptional customer service skills.
• Ability to meet tight deadlines.
• Ability to handle constructive criticism.
• Demonstrate the ability to work effectively both individually and on a team.
• Demonstrate effective communication and interpersonal skills.
• Experience working in a busy work environment that require you to multi-task.
• Possess a commitment to working with diverse populations, identities and experiences.
• Demonstrate excellent organizational skills with close attention to detail.

Preferred Qualifications:
• Experience with website design, including WordPress and Elementor.
• Experience with Adobe Creative Suite.
• Knowledge of Off-Campus Life programs and events.
• Advanced writing skills.
• Creativity and enthusiasm for visual strategy.
• A cumulative GPA of at least 3.0.

How to Apply:
Please submit the following information to Lindsay Mason, Lindsay.Mason@colostate.edu. Questions, please call Lindsay at (970) 491-2248. Work study and non-work study are welcome to apply. Colorado State University may conduct background checks on all final candidates
1. Current resume
2. Three (3) references (including emails and phone numbers)
3. Letter or email stating your interest and specific qualifications for the position
4. Examples demonstrating your previous web design work
5. Spring 2021 class schedule
6. List of co-curricular commitments, anticipated internships, study abroad intentions, etc.

Click here to learn more about why our staff love working at Off-Campus Life!
https://ocl.colostate.edu/about/employment/