



**Department:** Wellbeing Center

**Job Title:** Web Content Manager

**Reports to:** Event & Activities Coordinator, Student Marketing Director, Professional Staff

**Number of Work Hours per Week:** 5-10\* hours a week

**Summary:**

Web Content Managers are responsible for communicating with professional staff to add content and design new pages to the Campus Recreation website, which includes fitness pages, aquatics pages, and others. Web Content Managers are tasked with creating an accessible web page layout that provides up to date information to students, faculty, and potential employees. The role of Web Content Manager for the Student Marketing Team requires content management skills (see preferred knowledge, skills, abilities), and also involves having effective communication skills, the ability to work independently, as well as, part of a team, and a professional demeanor while representing the Wellbeing Center while working.

**Essential Functions:**

- Add information to the website in a timely manner to which they're assigned
- Communicating effectively with the marketing directors and professional staff
- Design new web pages as requested
- Create widgets, make buttons, form new pages, and use different layouts to design engaging pages
- Positively represent the Wellbeing Center and Wake Forest University
- Attend staff meetings and required trainings
- Able to respond to emails in a timely manner
- Able to meet at least three times per semester with the entire team and/or in an individual meeting with the Marketing Director

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\* Flexible scheduling

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**Required Knowledge, Skills, and Abilities:**

- Experience with WordPress
- Excellent communication, time management, and organizational skills
- Energetic and outgoing personality
- Ability to multi-task
- Reliable, trustworthy and punctual

**Compensation/Incentives:** Within the Wake Forest Wellbeing Center there are opportunities to assume additional responsibilities within the marketing team. All employees are eligible for performance-based incentives.

**Note:** This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by his/her supervisor.

**Campus Recreation seeks to recruit and retain a diverse workforce and encourages qualified candidates across all group demographics to apply.**

**Contact: Lexie McClure ([mcclura@wfu.edu](mailto:mcclura@wfu.edu)) for additional information**