

3-29-2015

Web Page Development

Follow this and additional works at: <https://digitalcommons.georgiasouthern.edu/lib-jobs>

This job description is brought to you for free and open access by the Administrative Documents and Official Records at Digital Commons@Georgia Southern. It has been accepted for inclusion in Library Job Descriptions by an authorized administrator of Digital Commons@Georgia Southern. For more information, please contact digitalcommons@georgiasouthern.edu.



Official University Job Title: Staff Assistant

Library Title: Web Page Development

Description: Maintain the Zach S. Henderson Library website and assist with other public relations functions.

Duties:

- Maintain the Library’s website.
- Assist with publication of the Friends of the Library newsletter.
- Other duties as required.

Essential Duties & Responsibilities:

List the essential duties performed as a regular part of the job grouping related duties together in a sentence or paragraph. After listing the specific duties, estimate the percentage of time required to perform each duty, the total equaling 100%.

Essential Functions & Responsibilities (place an * next to new essential functions assigned to a job)	% of Time
Maintain the Library’s website	50%
Assist with publication of the Friends of the Library newsletter	40%
Perform other duties as required	10%