

Web Design Job Description

General Requirements

- Must be enrolled at UTA throughout each semester on *The Shorthorn* staff and be making steady progress toward a UTA degree.
- Meet deadlines. Newspapers live and die by deadlines. There is no such thing as almost meeting a deadline.
- Attend staff meetings as required.
- Meet all UTA and Office of Student Publications requirements and follow all policies and guidelines.
- Keep up with what's going on that affects UTA students and other UTA community members. Read other local newspapers. Watch the local news, read notices on bulletin boards, pay attention to what people are talking about, etc.

Compensation

- This position is paid by the shift.

Specific Job Duties and Requirements

- Report to work nightly after production of *The Shorthorn* is complete. This will entail late-night hours. Production of *The Shorthorn* is usually finished by 12:30am.
- Process the completed news pages and repurpose them for the web.
- Process the individual press-ready PDF pages and combine them into a single, web-ready file.
- Maintain a working knowledge of FTP software, Macromedia Dreamweaver and be proficient on the Macintosh OS X platform.
- Add and remove advertising from the website as needed.
- Make changes and update the web site as needed.
- Research new developments in the web industry.
- Perform other duties as required.