General Description
Builds, manages, updates, writes and edits content for the website, flat screens or monitors of a department, division, or school.

Examples of Duties
- Compiles the information, layout, production, and distribution of weekly electronic news.
- Creates a cohesive picture and text design, and a technically sound design for web pages.
- Designs and develops the content for the department flat screen information system.
- Creates a guide for all flat screen system requests.
- Produces special reports, interviews, profile pieces for various media.
- Maintains the photo database for the college.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of QuarkXPress, InDesign, Macromedia Flash, Dreamweaver, Symon Communications software, Microsoft Office, RedDot or Content Management System (CMS), and video editing software.
- Knowledge of graphic design and HTML.
- Excellent copywriting, proofreading and editing skills.
- Ability to provide direct independent supervision.
- Ability to proficiently use Adobe Photoshop, Adobe Acrobat, and Adobe Illustrator.
- Ability to electronically update information on programs for an internal and external audience.

Minimum GSU Hiring Standards
Bachelor’s degree and five years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.