

Website Content Administrator (part-time 20 hours)

Role summary:

The person will be responsible for overseeing the updating of content on the Griffith.ie website. The site caters for a wide range of audiences including undergraduate, postgraduate, part-time, professional and short courses applicants, and currently receives in excess of one million visits per annum.

The successful candidate will ensure that content is up to date, regularly refreshed, and grammatically sound.

The ideal candidate will have 18 months to 2 years' experience in a similar role. They will have strong IT and content skills.

Role Responsibilities

- Ensure all content on Griffith.ie is up to date and grammatically correct;
- Undertake content updates for all faculties, departments and campuses across the College;
- Create a content schedule for each calendar year and implement same;
- Work with the digital marketing executive to ensure all content added to the site adheres to SEO best practice;
- Work closely with faculties and the digital marketing team to identify content requirements;
- Implement training on the Drupal CMS for internal stakeholders (faculties, marketing officers, etc);
- Adhere to all QA testing procedures, and to brand and communication guidelines, regarding Griffith.ie.
- Any other duties as required by line manager.

Role Requirements

- Good content writing skills;
- Experience of using a website content management system (CMS);
- Strong communication and IT skills;
- Previous experience in a similar role an advantage;
- Reasonable knowledge of online marketing is desirable;
- Digital marketing qualification an advantage;
- Web development knowledge an advantage;
- Good understanding of web design and SEO an advantage.

Remuneration

Commensurate with experience.