

**WARREN WILSON COLLEGE**  
Position Description

**POSITION TITLE:** Project Manager/ Webmaster

**DEPARTMENT:** MFA Program for Writers

**REPORTS TO:** Assistant to the Director

**POSITION SUMMARY:**

The Project Manager/Webmaster is a full-time staff member performing a wide range of duties requiring organizational, customer service, and computer expertise in service of the MFA students, faculty, alumni, and prospective students, under the supervision of the Assistant to the Director. She/he also maintains the MFA Program's website and hires and supervises the undergraduate crew.

**SPECIFIC RESPONSIBILITIES:**

1. Maintaining and fine-tuning the program's website on a daily basis, in consultation with the Program Director, Assistant to the Director, and college computing services.
2. Overseeing the processing of student applications and communicating by phone and e-mail with applicants and prospective students—in both spring and fall..
3. Overseeing the in-house digital transfer of the program audio archives--25 years of lectures, classes and readings—and serve as liaison for a team of graduate student interns, with the goal of making all the MFA Program lectures available for online download: a project that is expected to continue for years.
4. Overseeing all mailings (both out from and in to the office), in consultation with the Assistant to the Director.
5. Supervising the student crew members—one worker during the semester, three during residencies— and deciding when and how those individuals can be employed most effectively, including the delegation of the following, as appropriate:
  - Photocopying, collating, and distributing mailings to MFA students, faculty and prospective applicants
  - Sorting, delivering, and distributing office mail
  - Filing and cataloguing program forms and all student, faculty, and applicant materials
  - Burning CDs and maintaining the MFA tape libraryIf and when those tasks cannot be delegated, the Office Manager is responsible for them.
6. Working effectively with other college crews and offices.

7. Responding to phone and e-mail inquiries from graduate students, faculty, and alumni.
8. Ordering and organizing office supplies.
9. Acting as a liaison with College throughout the semester for any physical/building issues as Lower Sunderland Building Manager

***ADDITIONAL RESPONSIBILITIES DURING THE SEMI-ANNUAL RESIDENCIES INCLUDE:***

10. **Overseeing the bookkeeping and billing for residency; arranging for all catering; acting as a liaison with College during res for any physical/building issues**
11. Overseeing the recording of classes, lectures and readings by the Alumni Residency Fellow, and the creation of each residency's sound files and the production of CDs for the Program archives, the library, and (throughout the year) filling CD orders for the MFA community and the public.
12. Responding to a wide variety of student and faculty needs, with 15-hour-a-day availability.

**WORKING CONDITIONS:**

The Office Manager's is primarily a desk job between residencies. It includes a great deal of typing, communicating by phone and e-mail, photocopying, faxing, scanning, and work with databases. Moving files, office supplies, and residency supplies requires occasional heavy lifting and occasional driving on and off campus. During the residencies in January and July, the Office Manager works ten longer days over an eleven-day period, and must be prepared and able to respond to a wide range of requests and possible emergencies.

1. The MFA Program office is a 3-4-person department which serves a core constituency of approximately 75 students, 25-30 faculty, and over 700 alumni.
2. During the semester, hours are spent primarily in the office, using the computer and photocopier, responding to e-mail, talking to prospective applicants, and working closely with the Assistant to the Director.
3. All program staff must be available to work 12- to 16-hour consecutive days during the 11-day residency periods in early January and July. The summer residency typically includes July 4. Winter residency preparation involves working during the Christmas holiday, what is vacation time for other college employees.
4. In compensation for the long residency hours, program staff receive two weeks of vacation time annually in addition to the two weeks vacation allotted to all college staff. This vacation time must be scheduled in consultation with the Assistant to the Director.

## **QUALIFICATIONS:**

1. Good, accurate keyboard and computer skills.
2. Fluency with standard software – word processing, database and spreadsheet.
3. Good communication skills – in writing, in person, and on the phone.
4. Exceptional organization skills.
5. Facility with audio-visual equipment.
6. Maturity, discretion, and a sense of humor.
7. Previous office experience is preferred – specifically, the ability to prioritize and to perform multiple tasks efficiently, especially during demanding periods.
8. The ability to supervise effectively and work productively with others.
9. Some knowledge of and interest in contemporary writers and writing is preferred.
10. A driver's license and a good driving record.