

POSITION: Webmaster/Digital Media

POSTING DATE: July 29, 2022

WAGE: \$17.92/Hour, Negotiable

CLOSING DATE: Until Filled

Reports directly to: Creative Manager

Location: Gaming Division

Candidates hired may be eligible for up to a \$500 hiring bonus.

Every employee of North Star Mohican Casino Resort is expected to greet and service our customers in a friendly, respectful manner and create a warm, fun atmosphere so that our customers feel welcome and enjoy visiting our establishment. North Star Mohican Casino Resort strives to provide a positive team environment where everyone contributes.

STANDARD QUALIFICATIONS:

All employees of North Star Mohican Casino Resort must meet the following qualifications.

1. Must be able to obtain and maintain a Mohican Nation Gaming License.
2. Must submit to a Criminal Investigation Background Check (CIB).
3. Must maintain an acceptable departmental attendance record.
4. Must submit to and pass a pre-employment drug screening and health screening.
5. Must be able to work weekends, nights, and holidays.
6. Must be at least 18 years of age.
7. Must be eligible for insurance under the employer's liability insurance.
8. Must be COVID 19 fully vaccinated and remain up to date with required doses.

STANDARD DUTIES:

1. Must attend all training provided by North Star Mohican Casino Resort.
2. Must adhere to all established rules, regulations, procedures and policies of North Star Mohican Casino Resort and the Marketing Department.
3. Must participate in employee random drug testing program.
4. Must be able to work with a variety of people with diverse personalities.
5. Must attend all meetings, as assigned.
6. Must dress professionally.
7. Extended hours may be required.
8. Must be reliable and prompt when reporting to work.
9. Must maintain compliance with all workplace policies, procedures, ordinances, laws, and other communicated expectations, including and not limited to: Employment Handbook, Gaming Ordinance, State Gaming Compact, Minimum Internal Controls, Department Procedures, memos and other communications from supervisory or regulatory personnel.
10. All other assigned duties.

EDUCATIONAL REQUIREMENTS:

1. High School Diploma or GED is required.
2. Associate degree in Graphic Design, Computer Science or Webmaster Program; or two (2) years of web design, content management and Adobe design software.

3. Bachelor of Arts Degree in Graphic Design or related field is preferred.

QUALIFICATIONS:

1. North Star Mohican Casino Resort is looking for a courteous and friendly individual.
2. Proficiency with a CMS software or language. Experience with Adobe Illustrator, Adobe Photoshop in a Windows platform environment is preferred.
3. Online marketing and SEO skills is preferred.
4. Must have ability to manage multiple projects under tight deadlines.
5. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment. Good collaboration skills, reliable and detail oriented.

DUTIES:

1. Maintain the CMS of the North Star Mohican Casino Resort Website.
2. Maintain the Pine Hills Golf Course Website under the Casino Website.
3. Maintain pages for the North Star Mohican Casino Resort APP.
4. Optimize Graphics for the North Star Mohican Casino Resort Website and APP.
5. Create Digital Ads for the Casino Social Media Platforms.
6. Create Graphics and maintain links for the digital monthly Stargazer.
7. Maintain a library of web-optimized graphics on the Creative Departments network drive.
8. Work to improve casino website SEO and other social optimizations.
9. Provide graphic design and digital media support of direct mail advertisements and collateral for North Star Mohican Casino Resort and their amenities when necessary.
10. Design and print in-house direct mail pieces for Mohican Bingo or collateral for the Stockbridge-Munsee tribal businesses, when necessary.
11. Must adhere to all established rules, regulations, procedures, and policies of North Star Mohican Casino Resort and the Marketing Department.
12. Must adhere to the Casino's Drug and Alcohol-Free Workplace Policy during employment.
13. Must maintain compliance with all workplace policies, procedures, ordinances, laws, and other communicated expectations, including but not limited to: Employment Manual, Gaming Ordinance, State Gaming Compact, Tribal Internal Controls, Departmental Procedures, memos, or other communication from supervisory or regulatory personnel.
14. The above-mentioned duties and responsibilities are **NOT** an all-inclusive list, but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based upon organization needs and/or deemed necessary by the department manager and/or director.

PHYSICAL REQUIREMENTS/WORK ENVIROMENT:

1. Constant hand movements (repetitive motions: grasping, holding, use of finger dexterity).
Required to use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.
2. Occasional walking and standing which may include kneeling, crouching, crawling, and bending.
3. Occasional pushing/pulling, lifting and/or moving up to twenty-five (25) pounds.
4. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception and the ability to adjust and focus.
5. Work is generally performed in a casino setting with a higher noise level and where cigarette smoke is prevalent.
6. Work environment requires excellent personal hygiene due to working near others and in an enclosed area.

7. Work environment is **NOT** smoke, noise or dust free.

Note: Applicant must include resume and design portfolio with employment application.

SUBMIT APPLICATION AND REQUESTED ITEMS TO:

Human Resource Department

North Star Mohican Casino Resort

W12180 County Road A

Bowler, WI 54416, or Email completed application to: jobs@northstarcasinoresort.com

Or Fax completed application to (715)787-2432

THE STOCKBRIDGE-MUNSEE COMMUNITY OPERATES AS AN EQUAL OPPORTUNITY EMPLOYER, EXCEPT INDIAN PREFERENCE IS GIVEN IN ACCORDANCE WITH THE TRIBAL EMPLOYMENT PREFERENCE ORDINANCE

WE ARE A DRUG FREE EMPLOYER. CANDIDATES MUST PASS A DRUG SCREEN & REMAIN DRUG FREE

Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.

Tribal Council Approved July 2022