

Position Title: Webmaster

Department: Information Technology

FLSA Status: Part Time

Revised: 08/10/10

Primary Responsibilities:

The webmaster is ultimately responsible for ensuring that the Web sites are easy to navigate and that it addresses the needs of the client and its customers. They will work with other departments to create web page content and keep it current. Reports to the Director of IT.

Essential Functions and Duties:

- Ensure websites are up to date with relevant information
- Work with all departments at CCU to encourage and train them to take ownership of their data and to post items as necessary
- Ensure that the website looks equally good and performs well on a multitude of browsers and platforms e.g. Mac/PC and IE/Firefox/Safari/Chrome
- Works with marketing group to set graphical and style standards for the institution's web site
- Ensures web pages are created according to CCU branding standards
- Monitors web site use and trends
- Maintains version control of web site

Other Duties:

- Provide staff and other users with training and assistance
- May perform other job-related duties as assigned
- May travel for purchases or attending conferences
- On-Call for emergencies
- Maintain profile and roadmap of offerings for which s/he has oversight
- Ability to handle customer service needs with a positive, patient, and friendly manner, utilizing good interpersonal skills

Work Requirements:

- Must be able to lift up to 35 lbs
- Must be able to sit or stand for long periods of time.
- Must be able to work in a low to moderate noise level

Qualifications and Requirements:

- Knowledge of and agreement with CCU's mission and philosophy of higher education and purpose
- Basic knowledge of web servers e.g. Apache, IIS
- In-depth knowledge of web programming languages (HTML, JavaScript, CSS)
- Knowledge of PHP (including WordPress functions) desired, but not required
- Knowledge of MySQL desired, but not required
- Knowledge of VBScript and Batch scripting desired, but not required
- Basic understanding of hardware, software, and how computers work
- Must be able to work on multiple projects at a time with appropriate time management and prioritization of tasks
- Bachelors degree or equivalent experience