



Position Title: Part-Time Web Database Developer/Web Designer

Job Code: 8308

Reports To: Campus Chief Information Officer

Grade: CT

FLSA: Non-Exempt

Job Description:

The Part-Time Web Database Developer/Web Designer assists the Campus Webmaster and is responsible for helping faculty and departments by developing active server web pages that collect and store data in a College-wide database. This individual is also responsible for the design and production of multimedia products, delivered through the web including: programming, digital video and audio, digital and conventional still photography, presentation authoring, and graphic design used for instructional and administrative purposes.

Duties & Responsibilities:

- Manages projects by working with department managers and staff from the point of an initial consultation to the completion of the project
- Consults and makes recommendations to clients and supervisor for approval on concept and design of data collection web projects
- Works with other members of the production team to integrate program code, and other web elements into projects
- Develops, and maintains Web pages for the Campus
- Captures and prepares video for streaming through IP
- Digitizes, organizes, and maintains collection of data for future utilization
- Develops and implements programming structures that provides a mechanism for departments to communicate with potential users and interested parties
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Associate degree in a technical field preferably in Web Design or Computer Science, and two (2) years experience working in a related field; or Bachelor's degree in a technical or related field
- Knowledgeable of: Windows OS, SQL database management, and Listserv application software
- Knowledge of photography, video graphics, printing, video production and programming languages desired
- Certification in relevant computing and technology highly desirable
- Must possess excellent interpersonal skills

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name