



Position Title: Part-Time Web Support Specialist

Job Code: 8308

Reports To: Director, Student Employment Services

Grade: CT

FLSA: Non-Exempt

Job Description:

The Part-Time Web Support Specialist is responsible for designing, updating and maintaining the Career Services web sites and provides technical support to the on-line job placement system, Acumen.

Duties & Responsibilities:

- Assists in the creation of the design of the multifaceted Career Services web site, to include each campus site
- Communicates with users in answering questions and providing input into the design and changes to the web site
- Creates desktop publishing documents e.g., flyers, posters and brochures for Career Services staff upon request
- Maintains the Career Services web sites current with up-to-date information as provided by staff
- Initiates communication with Career Services staff of web site changes required in order to maintain with current information
- Assists with approving jobs posted by employers on the on-line system
- Sends PIN applications to employers and approving routine PIN requests
- Refers unusual PINs or jobs to Career Services staff for evaluation
- Adds new resources and/or keyword coding for the respective campus
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Three (3) years of experience in Computer Graphics or Web Design; or an Associate degree in a technical or related field; or any combination of education and experience in technology or related field
- Demonstrated knowledge of web page design principles, including flowcharting, storyboarding, and screen layout; and web page writing and editing skills using current composition and design tools required
- Experience or course completion in Microsoft applications Windows, Word, Access, Excel, PowerPoint, FrontPage, Dreamweaver and Publisher and Adobe Acrobat and some kind of image editing software i.e.: Paint Shop Pro, Adobe Photoshop
- Possess excellent interpersonal skills as well as written and oral communication skills
- Willing to travel to all MDC Campuses

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name