Job Title: University Web Designer

BCAT Code: 09OX44  Effective Date: April 1, 2007
Pay Grade: G19    FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Oversees the development and management of University’s websites and servers.

Examples of Duties
- Plans, develops, designs, and maintains the main University website.
- Maintains, upgrades, and patches University and President’s Office web servers.
- Coordinates and supports workstations throughout the University.
- Implements new projects.
- Trains staff, students, and faculty.
- Serves as liaison between the University, the web development team, and other University constituents.
- Consults and advises on the appropriate content layouts.
- Stays current on design standards and technical developments in the field.
- Performs other web related duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of Windows and programming languages, such as C, C++, Visual Basic, Pearle, Java, CGI, relational databases (Oracle), middleware, LANs, etc.
- Knowledge of large integrated systems and event driven programs.
- Knowledge of data processing and web principles, practices, and equipment in information technology.
- Effective time management, analytical, and organizational skills.
- Effective customer service skills.
- Effective oral and verbal communication skills with external and internal customers.
- Ability to multi-task, train staff, and use independent judgment.

Minimum GSU Hiring Standards
Bachelor’s degree and five years of related experience; or a combination of education and related experience.