Georgia State University

Job Specification

Job Title: Web Specialist, Associate

BCAT Code: 09VE13
Pay Grade: G12
FLSA Status: Non-Exempt

Effective Date: April 1, 2007
Revision Date: July 1, 2013

General Description
Provides professional level support and coordination for the development, approval, and publication of web content on assigned Georgia State University (GSU) sites.

Examples of Duties
- Assists in writing, editing, and publishing web content.
- Serves as liaison to multiple constituents at GSU during the development of web content.
- Assists in implementing compliance with the GSU style guide and/or editorial guidelines.
- Assists in the use of a content management system to deliver web content.
- Implements the update, upgrade, and patch of web servers.
- Participates in new projects.
- Trains students and faculty.
- Participates in recommending code language and focus of the web content design.
- Performs other professional level web specialist duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of data processing and web principles, practices, and equipment in information technology.
- Knowledge of large integrated systems and event driven programs.
- Knowledge of Windows operating system and programming languages, such as C, C++, Visual Basic, Pearl, Java, CGI, and relational databases, such as Oracle, middleware, LANs, etc.
- Effective time management, customer service, analytical, and organizational skills.
- Effective oral and written 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 one year of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.

Office of Human Resources
Classification Section