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

Examples of Duties
- Guides the writing, editing, and publishing of web content.
- Serves as liaison to multiple constituents at GSU during the development of web content.
- Coordinates compliance with the GSU style guide and/or editorial guidelines.
- Uses the content management system to deliver web content.
- Utilizes user interface design to establish standards and measurements related to content data management.
- Coordinates the update, upgrade, and patch of web servers.
- Coordinates and implements new projects.
- Trains, staff, students, and faculty.
- Determines the code language and focus of the web content design.
- Performs other advanced 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, Perl, Java, CGI, relational databases (Oracle), middleware, LANs, etc.
- Effective time management, customer service, analytical, and organizational skills.
- Effective oral and verbal communication skills with external and internal customers.
- Ability to multi-task, train staff, supervise, and use independent judgment.

Minimum GSU Hiring Standards
Bachelor’s degree and three years 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.