Job Title: College Website Coordinator

BCAT Code: 09OX36  Effective Date: April 1, 2007
Pay Grade: G16  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Develops and manages websites and servers for a particular college.

Examples of Duties
- Coordinates the web design and publishing for various areas within the College.
- Collects, edits, writes, designs, formats, constructs, and updates official web pages.
- Maintains, upgrades and patches the College web server.
- Develops multimedia components, such as the web design, photography manipulation and video editing work.
- Advises and trains the administration, faculty, and staff on the appropriate and effective presentation of web documentation.
- Supports and integrates various web applications and services, such as iTunes, Luminis portal, Podcast Producer, and social media services.
- Develops policies and procedures, such as the approval process, security access, official format and support for web software.
- Provides workstation coordination and support throughout the College and implements new projects.
- Coordinates electronic communication efforts and tools, such as e-mail, social media services and e-newsletters.
- Works with faculty and staff to develop web based custom applications and dynamic site features.
- Serves as the College main point of contact for instructional technology issues.
- Promotes the site to the appropriate internal and external audiences by liaising with other webmasters, establishing pointers from other relevant sites.
- Consults with faculty on grants/sponsored projects that have an instructional technology component.
- Works with college content authors and designers to build and manage College sub-sites and micro-sites.
- Leads multimedia efforts, such as the web design, photography manipulation, video editing work and graphic design.
- Researches and monitors the evolution of web tools, applications, and best practices to make recommendations for the adoption and integration of new technologies.
- Serves as liaison between the departments and the web development team.

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 principles, practices, and equipment in information technology.
- Knowledge of Unix/Linux, LMS-Moodle course development, Apache, MySQL, or PostgreSQL
- 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 in Computer Science, Management Information Systems or a related field and two 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.