WEB MANAGER

Responsible for planning and coordinating the development of college web site, manage tasks related to site development, and analyzing, researching and determining which information should be published on the college website. Work with other staff in Communications and Marketing developing Web content. Develop ways to make the site more accessible and relevant to the target audience. Manage work with any outside web design firm. Manage work with IS&T on site development project.

Manage the development of new web pages for various major events and/or new units within different departments or units in the College. When necessary, manage the migration of the college web site into a different content management system provided by the university. Plan content development or content repositioning. Learn any necessary CMS software and manage the project time estimates. Work with the university's web unit of IS&T to plan for and carry out the migration.

Oversee the quality and design of College and departmental websites to ensure compliance with College and University requirements. Create and implement plans for new web-based projects approved by Dean and/or Office of Communications & Marketing. Manage the implementation of approved projects and new technology such as podcasting, blogging and mobile versioning.

Supervise College web team and advise other technical staff and users in the development, maintenance and implementation of college and departmental web sites. Hire graduate research assistants and web staff as necessary. Manage college users to the content management software, including administrative services. Manage 10+ users on the college Web server.

Interface with department directors and chairs, faculty, staff and others in the college as part of the dialog preparing for design and redesigns of college unit websites, as part of maintaining the quality and reliability of website content, and for periodic major site cleanups. Analyze unit functions and needs, research peer web sites, and consult with the site owners.

Manage, assist and backup the Web specialist in tasks such as designing and organizing pages, places images and links on the college website, and making changes and updates as necessary. Provide assistance and backup in html web authoring, design and maintenance on the college web site as needed.

Maintain professional competence. Attend seminars, workshops, campus meetings in regard to Web technology and design. Research internet and education magazines to stay current. Maintain advanced level of expertise with software related to web development. Oversee the conversion of data to various formats.

Salary: $64,937 - $75,000

Minimum Qualifications: Bachelor's degree and 4 years of related experience; or a combination of education and experience.

Preferred Qualifications:
- Bachelor's degree in English, Computer Information System, Computer Science, Journalism or Communication.
- Experience with HTML, CSS and CMS systems.

To Apply: Submit an online application, resume and a list of 3 professional references at https://jobs.gsu.edu. All the materials must be completed in order to be considered for the position. Please refer to Vacancy# **0602420**. An offer of employment will be conditional on background verification.

When applying, mention you saw this opening listed at Dice.com

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