



North Central State
COLLEGE

Position Announcement

Webmaster

Posted: October 24, 2017

North Central State College is accepting resumes for a full-time Webmaster. The Webmaster reports to the Executive Director, Marketing, Public Relations and Creative Services

Essential duties/responsibilities include but are not limited to:

Web Design/Management/Maintenance

- Responsible for College website including all requirements and management of overall structure, design, functionality, development, implementation, navigation, security and performance
- Works to provide continuity of content on the website which enhances all other promotional materials.
- Responsible for periodic review of web content, especially on home page or other pages, contacting appropriate individuals as necessary to update those pages and keeping content current at all times
- Develops and manages web procedures including content approval, design approval, posting protocols and folder management
- Directs web policy; assures conformity to accessibility standards and cascading style sheets (css)
- Coordinates with IT to create and maintain databases as required by web initiatives and campus goals.
- Provides web page design, follows content approval guidelines, develops and champions web design strategies
- Coordinates all web-related procedures and processes
- Quality control of web site, ensuring consistency of image, speed and ease of access and site navigation, and adherence to design standards
- Communicate regularly with I.T. staff to ensure web site integrity and security
- Provide data and analytics of web pages, usage, etc.
- Thinks creatively, using logic and reasoning to consider the strengths and weaknesses of alternative solutions, conclusions and approaches to problems
- Ability to provide coding of content in appropriate languages
- Thorough understanding of Search Engine Optimization (SEO), scalable content, etc.
- Facilitates web content process with internal users, including approval, editing and posting of information
- Other duties as assigned

Web Training/Support

- Assume a leadership role in encouraging others to provide content and take ownership of their individual and departmental information in an accurate, clear, concise and consistent manner
- Provide leadership in campus web page initiatives including planning, development and deployment
- Train employees in web page use
- Coordinates the training and work of pagemasters to implement design consistency using CSS
- Serves as campus-wide resource for development of content and design of web portal components
- Assist representatives from all college divisions on the creation and implementation of departmental pages
- Other duties as assigned

REQUIRED QUALIFICATIONS:

- **Education:** Associate's degree in Web Design or related; Bachelor's degree in Web Design or related preferred.
- **Experience:** Minimum 3 years' experience as a Webmaster or equivalent; 5 years' experience as a Webmaster with coding experience or equivalent preferred. Web page design using HTML, CSS, PHP, and Javascript on Apache web servers in Windows and Linux environments preferred. Creation of web graphics using Adobe Photoshop and/or Adobe Illustrator preferred. Familiarity with Joomla, Internet Information Services, or Microsoft Sharepoint is a plus as well as ability to update and maintain an Apache web server.

Please express your interest in this position by submitting a letter of application and resume to:

NORTH CENTRAL STATE COLLEGE
Attention: Human Resources
2441 Kenwood Circle, Mansfield, OH 44906

You may also apply online at: www.ncstatecollege.edu. Click on *Info For* then *Job Seekers*

Review of resumes to begin 11/15/17 and until filled

North Central State College is an Equal Employment Opportunity institution. We value campus diversity and demonstrate this in campus initiatives. We particularly encourage members of historically under-represented groups to apply.