**JOB DESCRIPTION**

**POSITION TITLE** Web Developer

**REPORTS TO:** Webmaster

**PRIMARY FUNCTION:**

The Web Developer is a member of a team-oriented staff and shares in the responsibility of providing the St. Olaf community with web application support, design, and programming. The Web Developer will design, develop, and implement internal and external web applications based on modern web development standards.

**AREAS OF RESPONSIBILITY:**

**60%: WEB PROGRAMMING PROJECT WORK**

* Design, develop, troubleshoot, and maintain internal- and external-facing web applications to support the academic mission and the business operations of the college.
* Serve as a technical consultant for campus-wide projects.

**30%: WEB APPLICATION ADMINISTRATION**

* Support the installation, configuration, and deployment of WordPress.
* Participate with other Web Team members in identifying and re-mediating Web application security vulnerabilities.

**5%: USER SERVICES**

* Respond to user phone calls, walk-ins, and Helpdesk inquiries in a timely fashion.
* Work with the staff to provide documentation and handouts for the programs and services available through Information Technology.
* Provide consulting services to St. Olaf staff and faculty to help develop ideas for innovative projects involving technology-based productivity tools, including recommendations of appropriate hardware and software.

**5%: IIT STAFF WORK**

* Participate in staff meetings.
* Participate in Web Team meetings.
* Participate in IT Team assignments.
* Work with the Systems Team to implement a yearly security audit process for all systems as well as enhance the current security measures.
* Evaluate new technologies and software appropriate to St. Olaf.
* Prepare monthly activity reports.
* Perform other duties as requested by the Webmaster.

**SUPERVISORY RESPONSIBILITIES:** May provide functional supervision for student workers.

**CONTACTS:** Staff, faculty, and students on a daily basis and with the President, Provost, Vice Presidents, Deans and Department heads as needed.

**EDUCATION:** **Essential:**

* B.A. or B.S. degree

**EXPERIENCE: Essential:**

* One to three years of web developing/programming experience and fluency in programming languages, environments, and concepts including several of the following: HTML5, CSS, JavaScript, jQuery, ColdFusion, Java, Perl, PHP, Python, Ruby-on-Rails, AJAX, and XML.
* Must have experience with database design using one or more of the following: Oracle, Microsoft SQL Server, PostgreSQL, MySQL, DB2, and Access.
* Must have experience developing intuitive and attractive user interfaces.

**Desirable:**

* Experience with WordPress, Dreamweaver, Photoshop, etc.

**KNOWLEDGE, SKILLS, ABILITIES:**

* Familiarity with Windows and Linux servers
* Ability to work effectively in a team environment
* Demonstrable experience designing and implementing effective user interfaces
* Strong organizational and written communication skills
* Effective interpersonal, oral, and written communication skills
* Ability to manage multiple projects, set priorities, and meet deadlines
* Analytical, reasoning and problem solving/troubleshooting skills

**WORKING ENVIRONMENT** Office environment

**WORK SCHEDULE:** FTE: 1.0

Term: Full Year

Shift: Campus Office Hours 8:00am - 5:00pm, Monday - Friday. Some evening and weekend hours may be required.

**APPROVAL:** Dan Beach

**DATE:** September 2013