**Position Details**

**Position Information**

|  |  |
| --- | --- |
| **Department** | College of Business Dept (BUS) |
| **Position Title** | Specialist 2-IT Web |
| **Job Title** | Web Project Coordinator/Dev |
| **Appointment Type** | Administrative/Professional Faculty |
| **Job Location** | Portland |
| **Position Appointment Percent** | 100 |
| **Appointment Basis** | 12 |
| **Faculty Status** | Regular |
| **Tenure Status** | Fixed-Term |
| **Pay Method** | Salary |
| **Recommended Full-Time Salary Range** | Salary is commensurate with education and experience. |
| **Position Summary** | The College of Business is seeking a Web Project Coordinator/Developer. This is a full-time (1.0 FTE), 9/12-month, fixed term professional faculty position. Reappointment is at the discretion of the Dean. This position is located in Portland, OR.  Working from the College’s Portland office, the person in this position will collaborate with leadership in the College of Business and the College of Business marketing and communication team. This position is responsible for planning and project management for the development and technical maintenance of the College’s web presence. The individual reports to the Director of Marketing, and should have an artistic sensibility, as well as the technical skills to maintain a dynamic, compelling and functional website.  The position also has the expectation of working closely with the Associate Dean for Faculty and Research and the faculty to communicate the impact and applicability of their research to business and industry. In support of the College’s mission focus on providing research-based education and providing students with quality experiential learning opportunities, this position has a responsibility for providing professional instruction and training on best practices for online experiences, web design and web development for students working on the College’s marketing and recruitment team.  The position is also responsible for being the first point of contact for and liaison with central web services at the university.  Plans, develops, coordinates, administers and executes programs and projects supporting the online presence of the OSU College of Business.  Provides technical support in the production of multimedia-based layouts, graphics, animations, video and sound; designs web interfaces and develops layout design/content; selects illustrative materials for use ensuring consistency, accuracy and compliance with all standards.  Works closely with college departments to maintain and produce web pages using university’s content management system that help recruit future students, and communicate the impact on industry partners of the teaching, research and service activities of faculty.  Instructs, trains, and mentors student workers on best practices related to online marketing, web design and development. Provides mentoring for the College’s students interested in pursuing web development careers.  Establishes and maintains collaborations and partnerships with internal and external stakeholders, including Central Web Services, to help build and leverage expertise and resources.  Provides technical consultative suggestions and recommendations to users for continued enhancements to web content and informational areas;  Works closely with end users to understand requirements; and develops and presents initial design ideas and associated tools, testing functionality to ensure objectives are achieved;  Identifies and troubleshoots errors and/or problems with web-based applications; works collaboratively with involved stakeholders to facilitate timely resolution; escalates as appropriate;  Remains abreast of online initiatives and trends within scope of expertise to provide ideas, guidance and recommendations;  As requested, identifies appropriate database elements necessary for reporting; prepares queries and executes for results; formats for presentations as requested.  Understands and responds to University and College of Business brand guidelines; understands and responds to University web standards.  Some travel and evening and weekend work may be required in order to attend meetings in Corvallis. This position is based in Portland. |
| **Position Duties** | 40% Development of the College of Business Website, College of Business Microsites and College of Business email campaigns to execute the College’s online marketing plans. This work includes contributing to the information architecture design and conceptualization for pages utilizing the new template package, working closely with end-users to test functionality, and ultimately implementing the new theme through the College of Business website.  20% Technical Support. This work involves providing overall technical support to projects initiated by the marketing and communication team in the production of online projects; providing design and development support for projects that will improve the College’s online presence.  20% Website Maintenance and Troubleshooting. This work includes troubleshooting errors and facilitating timely solutions to problems, as well as making updates to websites as needed.  15% – Supervision and Development Instruction. The position will provide professional instruction and training to the College’s marketing and communication and recruitment student workers, including planning and scheduling work; setting priorities; monitoring quality; providing feedback; answering questions; helping with problem resolution; training and mentoring. This position is also responsible for providing rewards and discipline as appropriate; evaluating and responding to student grievances; teaching online marketing tactics, front-end web development, documentation, collecting user requirements and business analysis; and otherwise supporting student learning.  5% Other duties as assigned |
| **Minimum/Required Qualifications** | • Bachelor’s degree in Computer Science, Graphic Design, Interactive Design, Web Development or a related field AND three years experience with website management and HTML/CSS development experience OR seven years of related web experience  • Professional work experience in business, technology, or digital agency  • Experience developing and working with HTML, XML, PHP, JavaScript, jQuery  • Experience developing HTML emails with focus on cross-platform compatibility  • Experience with developing and testing mobile and responsive web application  • Strong working knowledge of content management systems like Drupal and Wordpress  • Solid understanding of design tools such as Sketch and the Adobe Creative Cloud suite  • Solid understanding of current UI/UX trends and best practices  • Excellent written and verbal communication skills  • Ability to interpret technical ideas for a non-technical audience  • Ability to manage and collaborate on long-term web projects with multiple directors and departments  This position requires driving a University vehicle or a personal vehicle on behalf of the University; therefore, the incumbent must successfully complete a Motor Vehicle History Check, possess and maintain a current, valid driver’s license in their state of residence, be determined to be position qualified and self-report convictions as per OSU Standard 576-056-0000 et seq. |
| **Preferred (Special) Qualifications** | Graduate degree in IT, Computer Science, Graphic Design or a related field  Experience with information architecture methods and best practices  Experience with social media strategies and analytics  Experience with CSS pre-processors such as LESS/SASS  Experience with server side development (e.g. PHP, MySQL, Rails, etc.)  Experience instructing and training in online marketing or front-end development  A demonstrable commitment to promoting and enhancing diversity |
| **Working Conditions / Work Schedule** | Some travel and evening and weekend work may be required in order to attend meetings in Corvallis. This position is based in Portland. |
| **This position requires a clear and unambiguous commitment to compliance of all National Collegiate Athletic Association (NCAA) regulations for Division I (FBS) universities.** | No |

**Posting Detail Information**

|  |  |
| --- | --- |
| **Posting Number** | P00657UF |
| **Number of Vacancies** | 1 |
| **Anticipated Appointment Begin Date** | 10/17/2016 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 08/23/2016 |
| **Full Consideration Date** | 09/16/2016 |
| **Closing Date** | 09/30/2016 |
| **Indicate how you intend to recruit for this search** | Competitive / External - open to ALL qualified applicants |
| **Special Instructions to Applicants** | To ensure full consideration, applications must be received by September 16, 2016. Applications will continue to be accepted after the full consideration date, until a sufficient applicant pool has been achieved or the position is filled. The closing date is subject to change without notice to applicants.  When applying you will be required to attach the following electronic documents:  1) A resume/CV that includes the names of at least three professional references, their e-mail addresses and telephone contact numbers (Upload as ‘Other Document’ if not included with your resume/vitae).  2) A cover letter indicating how your qualifications and experience have prepared you for this position.  For additional information please contact: jessi.hibsman@oregonstate.edu  OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.  This position requires driving a University vehicle or a personal vehicle on behalf of the University; therefore, the incumbent must successfully complete a Motor Vehicle History Check, possess and maintain a current, valid driver’s license in their state of residence, be determined to be position qualified and self-report convictions as per OSU STANDARD 576-056-0000 et seq. Offers of employment are contingent upon meeting all minimum qualifications including the Motor Vehicle Check Requirement. |

### Please see Special Instructions for more details.

To ensure full consideration, applications must be received by September 16, 2016. Applications will continue to be accepted after the full consideration date, until a sufficient applicant pool has been achieved or the position is filled. The closing date is subject to change without notice to applicants. When applying you will be required to attach the following electronic documents: 1) A resume/CV that includes the names of at least three professional references, their e-mail addresses and telephone contact numbers (Upload as 'Other Document' if not included with your resume/vitae). 2) A cover letter indicating how your qualifications and experience have prepared you for this position. For additional information please contact: jessi.hibsman@oregonstate.edu OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. This position requires driving a University vehicle or a personal vehicle on behalf of the University; therefore, the incumbent must successfully complete a Motor Vehicle History Check, possess and maintain a current, valid driver's license in their state of residence, be determined to be position qualified and self-report convictions as per OSU STANDARD 576-056-0000 et seq. Offers of employment are contingent upon meeting all minimum qualifications including the Motor Vehicle Check Requirement.