INFORMATION TECHNOLOGY SERVICES

Web Administrator 1

School of Medicine, Stanford, California, United States

Apply for Job

Stanford University will be officially closed for regular business from Monday, December 20, 2021 through Friday, December 31, 2021. Normal operations resume on Monday, January 3, 2022.

You may continue to apply for opportunities during our winter closure. Since many of the University's schools and administrative units are closed, your application may not be reviewed until normal operations resume on January 3, 2022, or shortly thereafter.

Thank you for your interest!

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Job Summary

DATE POSTED	SCHEDULE	JOB CODE	EMPLOYEE STATUS
Nov 17, 2021	Full-time	4850	Regular
GRADE	DEPARTMENT URL	REQUISITION ID	
H		90264	

The Department of Neurosurgery at Stanford University is seeking a Web Administrator 1 to coordinate the planning, maintenance, and accessibility of Stanford owned and generated websites including content and content-related

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INFORMATION TECHNOLOGY SERVICES

Training Grants Data System (TGDS) Support Analyst

School of Medicine, St…

services. Will ensure the layout, positioning, navigation, and look and feel of content is consistent across the organization. Responsible for managing the department's social media platforms. Will write and curate content designed to engage followers and promote the department in a positive manner. Use data analytics to monitor, track and report effectiveness of digital marking campaigns through Google analytics and user behavior analytics tools.

Duties include:

- Ensure new pages are user friendly and link properly with existing pages and that people can navigate easily and be linked seamlessly with other relevant Stanford web pages.

- Coordinate and oversee the editorial and quality assurance process with content creators, such as writers and web designers.

- Optimize web content for end user performance. Work may include reformatting text, assuring hyperlink integrity, transferring and translating files, and posting of new material to the page involving HTML scripting. May maintain web site content and information flow.

- Assist in building the underlying web site platform(s) for new and migrating websites as needed.

- Find, diagnose, and fix content problems, including broken links, typographical errors, and formatting inconsistencies. Perform website administration, such as setting provisions and managing access and workflows.

- Work with developers and users to develop highly functional user interfaces for web-based applications.

- Work with business units to maintain existing content and develop new content to promote programs and services.

- Compile, analyze, and report statistics regarding all relevant website matrix.

- Assist in the maintenance of security processes and procedures to ensure site security.

- Answer questions from site visitors, or redirect messages to the appropriate person(s).

 * - Other duties may also be assigned

DESIRED QUALIFICATIONS:

- Prior experience in academic health care setting

- Prior experience working with Stanford IT

- Proficient in use of social media platforms (Facebook, Twitter)

EDUCATION & EXPERIENCE (REQUIRED):

Bachelor's degree and three years of relevant experience or a combination of education and relevant experience.

KNOWLEDGE, SKILLS AND ABILITIES (REQUIRED):

- Excellent communication and interpersonal skills.

- Clear understanding of web standards and usability methods.

- Ability to present ideas in business-friendly and user-friendly language.

- Familiarity with web publishing tools.

- Working knowledge of HTML, CSS, and related web site development technologies and software.

- Knowledge of multimedia and design.

- Proficiency with relational database technology, SQL, Access, and Filemaker Pro.

- General knowledge of office applications.

PHYSICAL REQUIREMENTS*:

- Excellent communication and interpersonal skills.

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* - Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of his or her job.

WORK STANDARDS:

- Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations.

- Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.

- Subject to and expected to comply with all applicable University policies and procedures, including but not

limited to the personnel policies and other policies found in
the University's Administrative Guide,
http://adminguide.stanford.edu.

Hiring process

We're always looking for people who can bring new perspectives
and life experiences to our team. Found the perfect role and ready
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Resources

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LCA Notifications

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Jeanne Clery Act – Campus Safety Report

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Equal Opportunity

Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of his or her job.

Stanford is an equal employment opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other characteristic protected by law.

Stanford University

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