POSITION ANNOUNCEMENT

JOB TITLE	WEB ASSISTANT
TYPE OF VACANCY	CONTRACTUAL
REPORTS TO	WEB MASTER
DEPARTMENT	OFFICE OF INFORMATION TECHNOLOGY

SUMMARY Responsible for assisting the University's Webmaster with the content management system for UB's web presence, including creation of web pages and web-based database applications, integration of approved content, file management, site maintenance, coordination of the retrieval of pertinent information from the site end-users, archiving and record management.

DUTIES & RESPONSIBILITIES: The position of Web Assistant is required to perform a variety of tasks including but not limited to the following:

➢ Assist with monitoring and controlling the administration of UB's web content management system, regulating and managing access rights of different users on website;

➢ Assist with establishing and maintaining directory trees, and permitting organization of the web site;

➢ Assist with creation of web pages and uploading of content onto the site, creating and integrating multimedia assets and database applications as necessary;

➢ Assist with the development, implementation, and enforcement of Web site appropriate use and privacy policies;

➢ Assess competing Web sites content, look, feel, and functionality, and make improvement recommendations to the University's site;

➢ Assist with the creation and management of online data collection, surveys, applications and forms;

➢ Assist with the creation and management of images, graphics and materials required for use in web publications, print images, web forms and other visual representations of the brand;

➢ Review web site statistics and monitor analytics;

➢ Assist with training of faculty and staff in the use of the web content management system;

➢ Maintain current knowledge of web features, applications and tools in an effort to maintain a responsive design and expand on-line offerings;

➢ Work with external service providers assisting with web development to ensure that deliverables meet the University's requirements;

➢ Troubleshoot the web site and debug any performance issues;

➢ Assist with the enterprise single sign-on portal and intranet initiatives;

➢ Perform other related duties as assigned;

KNOWLEDGE, SKILLS & ABILITIES:

➢ Must have strong knowledge of standard desktop software used to support all functions with Adobe Creative Suite being the desired skillset;

➢ Ability to maintain strong and professional interpersonal relations and work well in team;

- ➢ Ability to work alone and carry out responsibilities with minimal supervision;
- ➢ Excellent oral and written communication skills;
- ➢ Ability to multi-task and to work under pressure to meet strict deadlines with time management and prioritization skills;
- ➢ Comprehensive and in-depth knowledge of web development processes;
- ➢ Strong knowledge of W3C standards and current browser technology;
- ➢ Good knowledge of web technologies, scripting, databases and graphics, including knowledge of HTML, XML, PHP, ASP, JavaScript, CSS, MySQL, Microsoft SQL, Oracle;
- ➢ Good knowledge in different web platforms and security;
- ➢ Good knowledge of Apache, IIS, Dreamweaver, Adobe products, Drupal, WordPress and/or other publishing tools;
- ➢ High level of creative and artistic skill to design attractive and appealing web pages.

QUALIFICATIONS AND EXPERIENCE:
- ➢ Bachelor's Degree or equivalent qualification in IT and two years of experience working with HTML, CSS, JavaScript, PHP, C# and XML required;

- ➢ Experience with Microsoft SharePoint solutions and mobile application development is desired;

Email Information:
Interested applicants should send the following via email:
- ➢ A cover letter of interest (highlighting work experience and accomplishments relevant to the position);
- ➢ Current Curriculum Vitae/Résumé;
- ➢ At least three (3) names of or 3 written professional references;
- ➢ Evidence of educational accomplishments.
  Incomplete application packages will not be considered.

Emailing Address:

Email: hrapply@ub.edu.bs

Attention: Vice President, Human Resources

Subject: **Web Assistant**

Date Published	**March 8, 2022**
Application End Date	**March 22, 2022**
Date to be Removed	**March 23, 2022**

The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Web Assistant.