

POSITION ANNOUNCEMENT

JOB TITLE	WEB DEVELOPER
TYPE OF VACANCY	CONTRACTUAL
DEPARTMENT/UNIT	DEPARTMENT OF COMMUNICATIONS
REPORTS TO	ASSISTANT VICE PRESIDENT, COMMUNICATIONS
<p>SUMMARY: The University is seeking a dynamic and detail-oriented Web Developer to support the planning, development, management, and optimization of the institution’s digital presence. This position plays a vital role in shaping the online experience of current and prospective students, faculty, staff, alumni, and other stakeholders. The Web Developer will be responsible for day-to-day administration of the University’s content management system (CMS), building and maintaining web pages, implementing digital tools, ensuring site functionality, and working closely with cross-functional teams to deliver engaging, accessible, and user-friendly online experiences. This role demands a blend of technical expertise, creative problem-solving, and a collaborative mindset to support strategic communications.</p>	
<p>DUTIES & RESPONSIBILITIES: The position of Web Developer is required to perform a variety of tasks including but not limited to the following:</p> <ul style="list-style-type: none"> • Administers and maintains the University’s web content management system, including managing user access, roles, and permissions. • Builds, updates, and maintains responsive, mobile-first web pages that meet accessibility (WCAG) and branding standards. • Develops and integrates interactive features, forms, surveys, and web-based database applications. • Manages digital assets, including multimedia, graphics, and documents, ensuring optimal web performance and user experience. • Ensures content is current, accurate, and aligned with institutional messaging and priorities. • Collaborates with University departments to gather content needs and recommend web solutions aligned with audience expectations, and best practices. • Analyzes user behavior and website performance metrics through analytics tools and makes recommendations for continuous improvement. • Coordinates with the Department of Technology Services and external vendors to resolve performance issues and manage software updates, security patches, and technical enhancements. • Oversees web archiving, file management protocols, and adherence to data retention policies. • Participates in the development and enforcement of institutional web governance, including content policies, privacy standards, and acceptable use guidelines. • Benchmarks websites of peer and aspirant institutions, and emerging web technologies to recommend new tools, platforms, or design improvements. • Provides training and support to departmental web editors and content contributors to ensure consistency and quality across web properties. • Collaboratively develops, administers and maintains the university intranet. • Troubleshoots website issues and performs debugging and QA testing for all web deployments. • Performs other associated duties as assigned. 	
<p>KNOWLEDGE, SKILLS & ABILITIES:</p> <p><i>Technical Skills:</i></p> <ul style="list-style-type: none"> • Proficiency in front-end technologies including HTML5, CSS3, JavaScript, and responsive frameworks (e.g., Bootstrap, Tailwind). 	

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- Working knowledge of back-end technologies and scripting languages (e.g., PHP, Python, or equivalent).
- Experience with web design software (e.g., Adobe Creative Suite, Figma, Sketch).
- Familiarity with version control systems (e.g., Git) and deployment workflows.
- Strong grasp of UX/UI principles, web accessibility (WCAG 2.1), and SEO best practices.
- Experience integrating third-party tools such as Google Analytics, Tag Manager, and CRM or LMS platforms is a plus.

Professional Skills:

- Excellent organizational and time management skills, with the ability to prioritize multiple projects in a fast-paced environment.
- Strong written and verbal communication skills.
- Collaborative mindset with a willingness to work cross-functionally across the University landscape, and with external vendors.
- Proactive in identifying challenges and proposing solutions to improve user experience and website performance.

QUALIFICATIONS:

- Bachelor's degree in Web Development, Computer Science, Information Technology, Digital Media, or a related field.
- At least 2 years of experience managing web content and development in a CMS-based environment (e.g., WordPress, Drupal, Joomla, Cascade CMS, or equivalent).

Requested Information:

Interested applicants should submit the following electronically to the Human Resources Department Application Portal (Use the Position Listing to select the job opening). The following documents are required to complete the application:

- A Cover letter of interest highlighting work experience and accomplishments relevant to the position;
- Curriculum Vitae or Resume;
- Copies of all Academic Qualifications with transcripts (original transcripts will be required upon employment), certificates; and
- At least three (3) written professional references;
- Completed UB Application for Employment Form found at this link: [UB Staff Application Form](https://ubhrapply.info/PeopleFirst)

<https://ubhrapply.info/PeopleFirst>

Incomplete application packages will not be considered

Salary Grade

CONTRACTUAL

Date Published

July 9, 2025

Application End Date

July 31, 2025

Date to be Removed

July 31, 2025

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 Developer.