



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA Date created or revised: 9/12/2022 Exempt/Non-Exempt Status: Exempt Responsible individual: No Campus Security Authority: No

Title: Web Developer/Designer
Status: Full-time, continuous (35 hours per week) may involve evening and/or weekend work as required
Grade: 12
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Director, Web Communications

PRIMARY PURPOSE:

Plan, evaluate, design, and develop dynamic web content and web systems for Rhode Island College's official web site (www.ric.edu). Also, update and maintain content as needed for academic/administrative departments and affiliate web sites linked from the official College web site. Support the college's mission and promote its institutional identity through the web site as an advertising, promotion, marketing, and communications tools.

DESCRIPTIONS OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Design and develop dynamic web content and systems using web programming languages and relational database creation/management tools.
- Define web system requirements, programming specifications, and systems procedures in consultation with user departments.
- Utilize technologies that will be used in development and maintenance an enterprise content management system (CMS).
- Maintain and enhance existing web solutions both in-house and through third-party providers.
- Manage existing web site content.
- Design and maintain website visual presentation component.
- Keep abreast of all current and emerging internet standards including, but not limited to, web browsers specifications, mobile devices, social networking, and accessibility requirements.
- Investigate new web technologies and applications and have the ability to learn and apply new Internet and authoring technologies relevant for web site design/development.
- Interact with department content providers to determine requirements and needs for web content modifications.
- Review materials produced to ensure that the design, production methods, and quality conform to specifications outlined in the college web policy.
- Interact professionally with a diverse group of users, support staff, and web team.
- Provide backup to the Director of Web Communications in an emergency management communications role as needed.

Occasional Job Functions:

- Supervise student web team and interns as assigned by the Director of Web Communications.
- Perform other duties and responsibilities as assigned by the Director of Web Communications.

- Teach workshops to faculty/staff on creation and/or maintenance of web pages.
- Participate in committees, working groups, councils, etc. in support of information technology initiatives.
- Provide on call remote or on-campus support for any job-related issues, as required.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's degree in web design, computer science, or related field.

Experience:

At least two years of experience working in a web development/design environment and/or web content management role.

Skills, Knowledge and Abilities:

- In-depth knowledge of the production of dynamic web content using web programming languages and relational database creation/management tools.
- Competence in web programming, logic, and web application design.
- Basic knowledge of content management systems, and other solutions.
- Competence in current web markup and scripting languages and style sheets.
- Extensive experience with web authoring and graphic design applications -Strong background with current versions of Microsoft Windows and/or Apple MacOS operating systems.
- Working knowledge of the current version of the Microsoft Office Suite.
- Effective verbal and written communication skills.
- Strong planning, organizational and problem-solving skills.

PREFERRED:

- Microsoft .NET technology platform and Visual Studio.
- Current version of Microsoft SharePoint as a content management solution.
- Current versions of Adobe Dreamweaver, Adobe Photoshop and Adobe Illustrator.
- Working knowledge of other web/programming technologies such as JavaScript, CSS2.1+, HTML4+, AJAX, XML, Microsoft InfoPath, and Microsoft ASP.NETX, C#, PHP and SQL.
- Current version database systems such as Microsoft SQL Server and MySQL.

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.