

Webmaster

Nebraska Wesleyan University's Webmaster develops, implements, and maintains web pages and sites for the University, its departments and administrative offices. Adapts content to a web-friendly format, creates and maintains the logical structure of the content. Under general supervision, provides administrative and technical management of all facets of a principal university website, consisting of a comprehensive range of associated web pages. Collaborates with web manager to identify and meet web and electronic communication needs of the University. Assists in the development and implementation of overall policies and procedures for website structure, format and usage, and promotes participation in and use of web activities.

Qualification: Candidates must have extensive working knowledge of web site creation software, web standards and server-side technologies including PHP and MySQL. Requires excellent verbal and written communication skills; including communicating technical information in terms understandable to the end user and providing outstanding customer service; including successfully handling complaints, problems, questions, and suggestions. Requires the ability to analyze causes of problems and take initiative to provide support and generate solutions. Must be able to prioritize and work on multiple projects simultaneously and work independently in a team environment. Bachelor's degree in Computer Science or related subject and 3-5 years experience in designing, programming, and implementing web sites required. Equivalent combination of education and/or experience providing the required knowledge/skills/abilities will be considered.

Nebraska Wesleyan University is an equal opportunity employer and supports diversity among its staff and faculty. Send letter of application, resume, and three professional references to Nebraska Wesleyan University, Attn: Nancy B. Cookson, 5000 Saint Paul, Lincoln, NE 68504. Review of applications begins immediately and continues until position is filled. Application materials can be sent as Word attachments by email to nbc@nebrwesleyan.edu.