



DATE ISSUED: 05/07
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Web Designer

JOB SUMMARY

This position is responsible for assisting in the development, management, and maintenance of the websites for Academic Affairs, including the colleges, academic departments, programs, centers and institutes as well as the academic service and academic administrative units of the university. Work is done in consultation with Web spinners and content specialists in each component. This person also advises departments on using the web and network technologies to accomplish their mission. Work is performed under supervision of the Associate Provost and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Associate Provost

Supervises: May supervise Student Assistants

PRIMARY DUTIES - May include, but not limited to the following:

Develops and implements long and short term goals, objectives and policies for the University websites for Academic Affairs that support the mission of Texas Woman's University.

Assists departments/units with basic HTML, webpage development, Front Page and web management systems.

Facilitates the maintenance of web pages that cross college and departmental lines, providing and maintaining shared resources.

Collaborates with other web developers regarding policies, copyright issues, development processes and services.

Review departmental/unit external web pages with Manager of Web Marketing before they go live to ensure consistency of institutional message and design.

Consults with university web team to identify new web applications. Identifies training and support needs; coordinates provision of those services.

ADDITIONAL DUTIES

Trouble-shoots with academic departments on hardware, software and technologies (including scanners, image editing software, pdf creation, etc.), as needed.
Performs graphic editing, as needed.
Performs other duties as requested.

EDUCATION

Bachelor's degree in Digital Media, Interaction Design, Information Technology or related degree. Additional job-related experience and/or education may substitute for the required education on a year-for-year basis.

EXPERIENCE

Three years of related experience working with web pages.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Demonstrated ability in website design content and design development and management.
Excellent web writing and editing skills.
Working knowledge of multiple web design technologies, such as HTML, DHTML, JavaScript, Photoshop, Illustrator and Front Page.
Working knowledge of MAC and PC operating systems.
Familiarity with database-driven website construction and development tools.
Ability to work independently and as part of a team.
Ability to work with university faculty, staff and administration.
Project management skills.
Excellent interpersonal, written and oral communication skills.
Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb

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stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye. May be required to sit for long periods of time.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practices to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.