UNIVERSITY OF WISCONSIN-SUPERIOR  
POSITION DESCRIPTION

Working Title: Web Designer/Developer  
Hays Hill Title: IS Specialist (Associate/No Prefix/Senior)  
Reports to: Marketing and Communications Chair  
Position Details: Academic Staff, 100%, Annual, Renewable

Position Summary: The Web Designer/Developer provides web design, programming, and technical support for UW-Superior's campus-wide website, web content management system, mobile application environment, and web services. Technical responsibilities encompass the full scope of the programming development lifecycle and application support including functionality review, systems analysis and design, implementations and upgrade project planning, and application of upgrades to technical and functional components of the systems. Functional responsibilities encompass oversight, design and development for the University’s web content management system and mobile application environment, content management system training, conversion, and ongoing technical support of the web and mobile applications relating to the campus.

Duties and Responsibilities:

Web Design, Programming, Development and Support

- Analyze, design, develop, and provide technical support for the UW-Superior website and companion applications utilizing CommonSpot web content management system
- Provide programming support for web content management systems with functionality to systematically search, categorize, backup and expire web content
- Support the UW-Superior web server environment, including IIS and Coldfusion
- Support underlying technologies including databases, server side scripts, client side scripts and CSS
- Manage content management system security including LDAP, SSL, Coldfusion settings
- Follow standard systems development lifecycle
- Troubleshoot and resolve website problems
- Keep users and management informed of progress and project status
- Coordinate projects with university stakeholders and external agencies
- Detailed analysis, design, and ongoing support of campus mobile application and the underlying development environment
- Develop and review complex specifications for campus website, content management system, and mobile application environment, and other applications as assigned
- Organize, manage, and lead web projects, assist with requests for managed webpage support and provide timely response
- Support and enhance the design of university webpages
- Provide conversion support for the webpages
- Support semi-centralized web content editing in cooperation with the University Marketing and Communications Office
- Support UW-Superior campus website-related applications including forms, event calendar, news, surveys, and other UW-Superior website-related database applications
- Develop and enforce web policies, e.g. content editing standards and URL naming conventions
- Integrate the content management system with the student information system and other systems as needed
- Support webpage link integrity and content expiration
• Provide consistent and accessible documentation of processes, procedures, and customizations

**Web Site Patches and Upgrades and Security**
• Research new modules and upgrades made available by vendor. Work with technical personnel to thoroughly test modules and upgrades prior to production installation
• Work with technical personnel and functional users to schedule and guide testing efforts of new and modified functionality
• Perform UW-Superior website-related systems security administration audits

**Miscellaneous Duties**
• Supervise student employees to leverage productivity
• Learn new technologies that can potentially automate processes and improve productivity
• Keep up to date on website best practices, and how these best practices could be employed on the website
• Think strategically about future iterations of the website to meet the needs of multiple audiences
• Provide secondary support to other campus software applications
• Complete mandatory trainings, professional development and other duties as assigned

**Knowledge, Skills, and Abilities:**
• Enthusiasm for learning new technologies
• Critical and creative problem-solving skills
• Excellent personal skills and communications skills evidenced by positive, collaborative working relationships with functional users, technical staff, and management

**Required Qualifications:**
• Associate’s Degree in Multimedia Design, Web Development, Computer Science, or a related discipline
• Experience with web content management, webpage design and web statistics
• 2+ years’ experience using multimedia and web development with tools such as Integrated Development Environments (such as Dreamweaver), Photo Editing Software, etc.
• 2+ years’ experience using web programming technologies such as HTML5, XML, Javascript/JQuery, CSS, PHP.net and Coldfusion
• Experience with system upgrade testing and applying vendor patches and upgrades

**Preferred Qualifications:**
• Bachelor's degree in Multimedia Design, Web Development, Computer Science, or a related discipline
• Demonstrated knowledge of the function and makeup of Microsoft SharePoint, Teams and other Office applications
• Knowledge of mobile application development environments such as PhoneGap, iOS, and Android
• Knowledge with server/network environments such as Windows Server 2012, IIS, SQL Server/Manager
• Experience with the development of an intranet
• Experience with website redevelopment projects
• Experience with Windows-family operating systems and productivity tools such as Microsoft Office family, including email and calendaring
• Experience leading system upgrade testing and applying vendor patches and upgrades
• Experience with e-commerce and PCI standards