

**COORDINATOR of WEB DEVELOPMENT
STUDENT AFFAIRS
(Temporary part-time position, 25-40 hours/week)**

The Division of Student Affairs has an opening for a Coordinator of Web Development to assist the departments within the division in the structure and content of their web sites as the University moves to a content management system. The Coordinator will work independently as well as part of the University Marketing & Communications Team to maintain the content quality and usability of all Student Affairs sites.

DUTIES AND RESPONSIBILITIES:

Reorganize and edit Student Affairs current website content in a logical flow consistent with the user experience

Write new web content as necessary

Assist in the development of web pages that have logistical navigation flow, meet University and industry standards, and are accessible for all populations.

Work with web development team in reviewing Student Affairs web pages for consistency, accuracy and compliance.

Work with web development team to create keywords for content and effectively utilize them for search engine optimization

Repurpose and assist in creating a variety of source documents (PDFs, Word, or other formats) for the web.

Optimize images, fix errors, and update web content.

Assist with consulting in the Division of Student Affairs on web usage and standards.

DESIRABLE QUALIFICATIONS:

Bachelor's degree in a communications, business, or graphics-related field.

Demonstrated understanding of the web design process

One year experience in technical writing

Experience writing content for the web

Experience in using and interpreting web standards (browsers, accessibility, validity).

Proficiency on both the Macintosh and PC platforms.

Demonstrated working knowledge of HTML and CSS.

Experience working in a University setting.

Excellent oral/written communication and interpersonal skills.

Demonstrated ability to work well in a fast-paced environment, work independently, and thrive on challenges.

Demonstrated ability to be highly self-motivated, prioritize multiple tasks in a proactive manner, meet deadlines, and display attention to detail.

Demonstrated ability to interact professionally with a diverse group of people.

Demonstrated ability and skill to analyze and correct coding, apply creativity and imagination to problem solving, and instruct users in technical applications.

Demonstrated strong conceptual and creative skills using Dreamweaver, PhotoShop, and Acrobat.

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DESIRABLE QUALIFICATIONS (continued):

Demonstrated ability to understand customer needs, provide quality service, persuasively present ideas, and commit to customer satisfaction.

Demonstrated ability to organize content and create a content analysis in preparation for the content management system rollover.

Applicants can submit a letter of interest, resume, and names of references to:

Human Resources
Michigan Tech University
1400 Townsend Drive
Houghton, MI 49931