Lincoln University Job Description

Job title:	*Web Content Manager*
Department:	*Communications & Public Relations*
Reports to:	*Associate Vice President of External Relations, Marketing and Communications*

Job Summary:

Under the direction of the associate vice president of external relations, marketing and communications, the Web Content Manager will update and maintain content on the University's website. This new position will establish and ensure all sites' adherence to policies, procedures and guidelines. He/she will work closely with the Offices of Information Technology and Institutional Advancement, and serve as the lead developer and administrator for the campus website. He/she will identify emerging Internet technologies for possible implementation. Will serve as advisor to web liaisons within other departments, and train staff on use of a content management system. Position may work remotely.

Qualifications:

- Bachelor's degree in Computer Science, Liberal Arts, Communications or a closely related field.
- Three years or more of direct experience as a web developer, web manager or web master.
- Experience with PHP, MySQL, Javascript/JQuery, and HTML/CSS or similar systems.
- Willingness to learn Drupal-theming and Drupal module development required.
- Ability to provide estimates of work effort and duration for assigned project tasks.
- Superior analytic and problem-solving skills and strong attention to detail.
- Knowledge of and passion for Web development trends and best practices.
- University experience is preferred.

Essential Duties and Responsibilities: Training/Experience

- Lead development and administration of the University's website including graphic design, information architecture, navigation and content management.
- Coordinate with IT to ensure all Web applications confirm to University's security standards.
- Administer University's content management services to include the maintenance of HTML templates, image archives, user roles, work flow and guidelines for web publication.
- Develop and integrates interactive website tools/widgets.
- Handle simple graphic edits and video file conversion tasks as needed.

Working conditions:

Work is primarily performed in a university campus environment and requires a flexible schedule including evening and weekend work. Travel for administrative work is expected. The employee is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.

Application Submission:

- Submit a letter of interest/cover letter.
- A detailed resume listing qualifications and experience.
- Names, email address and phone numbers for three professional references (one of which must be a recent supervisor) and salary requirements.

To apply, please submit documentation to the following address:

Office of Human Resources
Lincoln University
1570 Baltimore Pike
P.O. Box 179
Lincoln University, PA 19352

Or

Email: apply@lincoln.edu

Deadline:

Review begins immediately.

Candidate selected will be asked to travel to campus and perform one or more of the following tasks as part of the assessment process for consideration of employment for this position.

- Develop a Content Management System (CMS) or Drupal-managed webpage with Lincoln University content (provided) on a MAC or PC.
- Prepare a 10-15 minute presentation on CMS for a group of users (web liaisons) that will manage their department content.
- Discuss and share links to work personally created by candidate within the last six (6) months.
- Other assessment (to be determined).

IMPORTANT NOTE: Please indicate Job Title on Subject Line when emailing.