



Job Specification

Job Title: University Website Designer
BCAT Code: 461X BP
Pay Grade: G19

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Oversees the development and management of the websites and servers for the university.

Examples of Duties

- Plans, develops, designs, and maintains main university's website.
- Maintains (upgrade and patch) university's and President's Office web server.
- Provides workstation coordination and support through out the university.
- Implements new projects.
- Trains, staff, students, and faculty.
- Serves as liaison between the university, web development team, and other university constituents.
- Consults with and advises on appropriate content layout.
- Stays abreast of design standards and technical development in field.
- Performs other web related duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of data processing and web principles, practices, and equipment in information technology.
- Knowledge of large integrated systems and event driven programs.
- Ability to multi-task, train staff, and use independent judgment.
- Knowledge of Windows and programming languages (C, C++, Visual Basic, Pearle, Java, CGI, relational databases (Oracle), middleware, LANs, etc).
- Effective time management, customer service, analytical, and organizational skills.
- Effective oral and verbal communication with external and internal customers.

Minimum GSU Hiring Standards

Bachelor's degree and five years of related experience; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.