



## **Job Specification**

**Job Title: Web Specialist, Associate**  
**BCAT Code: 603X CJ**  
**Pay Grade: G12**

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

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### **General Description**

Provides professional level support and coordination for the development, approval, and publication of web content on assigned GSU sites.

### **Examples of Duties**

- Assists with writing, editing, and publishing web content.
- Serves as liaison for various constituents at GSU when developing web content.
- Assists with implementing compliance with GSU style guide and/or editorial guidelines.
- Assists with uses content management system to deliver web content.
- Implements the update (upgrade and patch) of web servers.
- Participates in new projects.
- Trains students and faculty.
- Participates in recommending code language and focus of the web content design.
- Performs other professional level web specialist 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 operating system 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 one year 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.*