

MANCHESTER COMMUNITY COLLEGE
WEB DESIGNER / DEVELOPER (Community College Professional 16)-EXTENDED

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public
Location: Manchester Community College (Marketing & Public Relations Department)
Job Posting No: #FT-107
Hours: 35 hours/week
Salary: \$53,774 annual approximate, plus excellent medical insurance, retirement and related fringe benefits.
Closing Date: Open until filled

Eligibility Requirement:

Minimum of a bachelor's degree in an appropriately-related field and one to four years of experience in website development and database management. Sound understanding of the modern Web environment, including: basic understanding of the LAMP environment; producing and optimizing web graphics; creating HTML5/CSS designs complying with contemporary responsive, mobile-first standards; conforming to specific accessibility guidelines; and developing and using object-oriented programming techniques. Demonstrated ability and commitment to thoroughly document programs and procedures. Knowledge of search engine optimization, web analytics, search analytics, social media, email marketing and rich media development. Ability to work independently, as well as in a collaborative, user-oriented team environment, as well as to work within deadlines and with multiple priorities. A demonstrated understanding of the mission of the community college and the ability to work with ethnically and culturally diverse administrators, faculty, staff and students. Ability to continuously acquire new computer and computing skills. Excellent interpersonal skills and strong analytical and creative skills. Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position.

Responsibilities:

Developing and maintaining the college website architecture and developing functional requirements. Managing the college's website database and maintaining the content and design elements required for web page generation. Overseeing the day-to-day implementation of the web guidelines. Documenting, testing and maintaining all policies, procedures and standards. Overseeing content management system, including providing product specifications, training users, maintaining fluency and other necessary activities. Developing templates for content generation. Providing a website help desk service for faculty, staff and website visitors to answer questions and troubleshoot problems arising from their use of MCC's website. Coordinating the creation of artwork and assets to appear on web pages. Implementing appropriate website architecture. Maintaining desired look and feel of college website across multiple devices. Benchmarking architecture, design and functionality best practices among higher education and other industry leaders. Maintaining website cross-platform and cross-browser compatibility. Providing a website help desk service for faculty, staff and website visitors to answer questions and troubleshoot problems arising from their use of MCC's website.

Application Instructions: Applications will be accepted only via U.S. mail or hand delivery only. Incomplete application materials will not be accepted. Send letter of intent, resume, **portfolio of website work**, transcript (unofficial acceptable), the names of three professional references, and completed *ConnSCU Board of Regents Employment Application to:

#FT-107 Human Resources Department
Manchester Community College
Great Path, P.O. Box 1046 - MS #2
Manchester, CT 06045-1046

*ConnSCU Board of Regents Employment Application available online in the Human Resources/Payroll section at:

<https://www.manchestercc.edu/form-depot/>

(Employment application must be completed in its entirety; references to resume or CV are not acceptable. Application materials with the incorrect application will not be accepted.)

Background Checks

Manchester Community College is committed to providing a safe campus community. MCC conducts background investigations for applicants being considered for employment. Background investigations include reference checks, a criminal history record check and, when appropriate, a financial (credit) report or driving history check.