

Specialist, Web II
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=245905>

Downloaded On: Sep. 27, 2024 1:18am

Posted Sep. 26, 2024, set to expire Nov. 29, 2024

Job Title	Specialist, Web II
Department	Information Technology
Institution	Austin Community College Austin, Texas
Date Posted	Sep. 26, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Information Technology
Apply Online Here	https://apptrkr.com/5672163

Apply By Email

Job Description

Image not found or type unknown



Specialist, Web II

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

[If you are a current Austin Community College employee, please click this link to apply through your Workday account.](#)

Specialist, Web II Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=245905>

Downloaded On: Sep. 27, 2024 1:18am

Posted Sep. 26, 2024, set to expire Nov. 29, 2024

Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

Specialist, Web II

Job Description Summary:

The Department of Composition & Literary Studies (CLS) at Austin Community College is seeking a highly skilled and innovative Web Specialist & Technology Liaison. The successful candidate will be responsible for developing, maintaining, and enhancing the department's web presence and managing the department's digital assets on Google Workspace. The candidate must also provide technical support for CLS administrators, faculty, and staff. This role requires a proactive individual with a strong background in computing, web development, digital content creation, some coding, and a comprehensive understanding of various technology tools and platforms.

Job Description:

Key Responsibilities

- Develop, maintain, and update the department's WordPress websites to ensure a dynamic and engaging user experience.
- Design and implement web pages using HTML/CSS, ensuring they are visually appealing, user-

Specialist, Web II Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=245905>

Downloaded On: Sep. 27, 2024 1:18am

Posted Sep. 26, 2024, set to expire Nov. 29, 2024

friendly, and mobile-responsive.

- Utilize Adobe Photoshop, Acrobat, and InDesign for creating and editing digital images, graphics, and documents to support web and departmental projects.
- Create, manage, and optimize digital documents for web and print distribution.
- Record, edit, and publish audio and video content for the department's online platforms.
- Manage the department's YouTube channel.
- Implement and customize interactive elements on the website using jQuery.
- Work with JSON and CSV files to manage and display dynamic data on the department's web platforms.
- Maintain the CLS Faculty Directory Google Sheet (full-time, voting adjuncts, and adjunct faculty)
- Maintain CLS faculty images (full-time & voting adjuncts)
- Collaborate with faculty and staff to manage digital assets on Google Workspace. Must have a strong command of and successful history using Google Workspace Apps: Google Drive, Google Forms, Google Sites, Google Calendar, Google Docs, Google Sheets, Google Maps.
- Serve as a technology liaison, assisting faculty and staff with digital tools, troubleshooting technical issues, and providing training as needed.
- Stay current with emerging web technologies and digital trends to continuously enhance the department's digital presence.
- Ensure website compliance with Austin Community College web development requirements, guidelines, and protocols.
- Maintain website compliance with modern accessibility standards and best practices.
- Attend CLS faculty meetings in-person at ACC's Rio Grande Campus. Manage the Zoom teleconference platform, monitor the Zoom chat feed, field questions from the chat feed, and advance Google Slides during faculty meetings.
- Manage the CLS Faculty Google Calendar. Add, update, and maintain calendar events with Zoom functionality, enter meeting details, and schedule department events.

Qualifications

- Bachelor's degree, significant training, work experience, or special knowledge of Web Development, Computer Science, Information Technology, or a closely related field.
- Proficiency in WordPress development, including theme and plugin customization.
- Strong skills in HTML/CSS, jQuery, and front-end web development.
- Experience with Photoshop for digital content creation.
- Familiarity with audio/video recording, editing, and publishing tools.
- Knowledge of handling JSON data and CSV files for dynamic web content integration and display.

Specialist, Web II Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=245905>

Downloaded On: Sep. 27, 2024 1:18am

Posted Sep. 26, 2024, set to expire Nov. 29, 2024

- Proficiency using Google Workspace Apps for collaboration and productivity: Google Drive (including shared drives), Google Forms, Google Sites, Google Calendar, Google Docs, Google Sheets, and Google Maps.
- Must have superior proficiency with Google Sites.
- Excellent problem-solving skills and the ability to work independently and collaboratively.
- Strong communication skills and the ability to train and support non-technical users.
- Experience in an academic environment is a plus.
- Experience using the Divi WordPress theme and Adobe InDesign a plus.

Compensation

The position pays on an hourly basis. Specific compensation levels will be determined by Austin Community College's salary structure for Web Specialists, which ranges from \$20-\$25 per hour depending upon prior education, training, and experience.

****The maximum number of billable weekly hours is twenty (20).****

Working Locations

The position location is primarily remote. The majority of required tasks can be accomplished from any location with a strong, reliable internet connection. Some in-person work will be required, primarily during faculty meetings, conferences, and department events.

Work Schedule

The work schedule is flexible. With the exception of pre-scheduled events such as meetings with department administrators, meetings with committee personnel, faculty meetings, periodic conferences, and other department functions, there is no specific required daily work schedule or hours on-call. However, all emails and issues are expected to be answered or addressed within 24 hours.

Application Process

Interested candidates should submit a resume, cover letter, and a portfolio showcasing relevant web development and digital content projects. Review of applications will begin immediately and continue until the position is filled.



Specialist, Web II
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=245905>

Downloaded On: Sep. 27, 2024 1:18am

Posted Sep. 26, 2024, set to expire Nov. 29, 2024



Specialist, Web II
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=245905>

Downloaded On: Sep. 27, 2024 1:18am

Posted Sep. 26, 2024, set to expire Nov. 29, 2024



Specialist, Web II
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=245905>

Downloaded On: Sep. 27, 2024 1:18am

Posted Sep. 26, 2024, set to expire Nov. 29, 2024



Specialist, Web II Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=245905>

Downloaded On: Sep. 27, 2024 1:18am

Posted Sep. 26, 2024, set to expire Nov. 29, 2024

Number of Openings:

1

Job Posting Close Date:

November 6, 2024

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Rio-Grande-Campus/Specialist--Web-II_R-6741

jeid-16f2a776ec3cae4da40be4359e571be2



Specialist, Web II
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=245905>

Downloaded On: Sep. 27, 2024 1:18am

Posted Sep. 26, 2024, set to expire Nov. 29, 2024

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Information Technology
Austin Community College

,