Web Coordinator
Erie Community College

Job Title	Web Coordinator
Department	
Institution	Erie Community College
	Buffalo, New York
Date Posted	Oct. 28, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Information Technology
Job Website	https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/City-Campus---Downtown-Buffalo/Web-Coordinator_J0002329
Apply By Email	
Job Description	

Salary/Hourly:$44,280.33 Annual

Union/Position Status:AAECC FT

Posting Closing Date: November 28, 2024

Applications must be submitted by 11:59 PM the evening**before the posting closing date**.

Please note that the posting will close at midnight (12:00 AM) on the posting closing date.

JOB DESCRIPTION

DISTINGUISHING FEATURES OF THE CLASS*:*

Leads in the planning and coordinating of the look, layout and features of all College web sites, in addition to digital advertising. The incumbent performs those duties that are related to the planning and coordination of college web sites. May supervise staff and/or interns who perform similar work. Work is performed under the general supervision of the Director of Marketing and Communications or other direct supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES*:*

The web coordinator's job duties cover all aspects of creating and maintaining a web site, in addition to providing assistance with the development of digital advertising and social media elements. Their duties include, but are not limited to:

- Designs webpage layout /user interface by using standard HTML / CSS / PHP / JAVA practices; Conveys brand elements across web sites. Utilize Photoshop, Illustrator or equivalent application(s) to build and refine graphic designs for web sites. Convert raw images and layouts from a graphic designer into CSS/XHTML themes.
- Updates web sites and creates back up files. Writes and edits content as needed.
- Creates digital advertisements in conjunction with brand direction. Develops and maintains an inventory of digital advertisements.
- Develops graphics and content for college social media channels in conjunction with other members of the Marketing & Communications team.
- Troubleshoot and debug issues that arise with the performance of the web site.
- Monitors web data analytics and provides weekly performance reports to the Director of Marketing and Communications or other direct supervisor.
- Maintains a responsive design. Stays up to date on the web's latest technologies and ensures the site is mobile-friendly, multi-platform ready and in compliance with all ADA requirements. Plans for future changes to the website.

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- Post content to the college's Hootsuite and social media accounts.
- Assists with updating content on the college website, college sports website, and external/internal digital sign boards.
- Updates content on the college catalog.
- Assists with taking photos, video and creating content for the college's website, advertising, social media and newsletters.
- Assists with graphic design tasks for college use, advertising and social media.
- Other related duties as assigned.
- Must have a flexible work schedule; working weekends and evenings as needed.

KNOWLEDGE, SKILLS AND ABILITIES:

- Candidates must be able to demonstrate awareness and sensitivity towards promoting an inclusive and diverse learning environment.
- Thorough knowledge of general web design and digital marketing principles.
- Ability to get along well with others.
- Sound professional judgment, willingness to take initiative and resourcefulness.
- Physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

- Completion of at least sixty (60) credit hours in Web Design, Graphic Design or related field.
- Two (2+) years' professional (paid) web design experience.
- Knowledge of SEO and CMS standards and functionality.
- Photoshop and Illustrator skills required.

Official transcripts will be required for successful candidates within 30 days of hire.

Contact Human Resources at (716) 851-1840 with any questions.

Our mission to offer quality education includes exposing our students to a diverse range of cultures, experiences and expertise. At SUNY Erie Community College, we value diversity and encourage applicants from all backgrounds to apply.

Notice of Non-Discrimination

SUNY Erie Community College does not discriminate in admission, employment, or in the administration of any of its policies and programs on the basis of race, color, religion, national origin, age, sex, gender, gender expression, gender identity, pregnancy, disability, sexual orientation, familial status, military status, domestic violence victim status, predisposing genetic characteristics, veteran status, criminal conviction, or any other characteristics protected by law. This applies to all students, applicants or other members of the College community (including, but not limited to, vendors and visitors). Grievance procedures are available to interested persons by contacting the Civil Rights Compliance Officer listed below. Retaliation against a person who files a complaint, serves as a witness, or assists or participates in the investigation of a complaint in any manner is strictly prohibited.

The following individual has been designated to handle inquiries regarding the College's non-discrimination policies:

Civil Rights Compliance Officer

Human Resource Department

North Campus

6205 Main Street

Williamsville, NY 14221

(716) 270-5735

For further information on notice of non-discrimination, please contact:

New York Office

United States Department of Education

Office for Civil Rights, 32 Old Slip 26th Floor,

New York, N.Y., 10005-25010;

Tel (646) 428-3800; Email: OCR.NewYork@ed.gov.

Contact Information

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

Contact

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