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Position#: (PTAA)..... (E)
Developed by:.....LA
Reviewed by:.....SG;DLJ
Approved by:.....LK
Date:.....07/13;07/16

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Editor (Web)
DIVISION: President
REPORTS TO: Manager, Web Communications
GRADE: 11
SUPERVISES: Support staff

BASIC FUNCTION:

Responsible for assisting in the creation, editing, publication and management of content for University web sites and other online communications.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Work closely with University departmental representatives to develop, research, write, edit, publish, and maintain engaging, effective web sites and web-based content.

Provide support to University departments and units in the areas of web content development and maintenance under the leadership of the Marketing and Communications staff, including writing for the web, web publishing, information architecture, user experience, image editing, and multimedia.

Adhere to the technical and branding standards established by ITS and Communications & Marketing.

Edit web content for consistency, accuracy, readability and appropriateness of style.

Support University departments in the transition of existing web sites into University-wide branded templates/CMS.

OTHER DUTIES AND RESPONSIBILITIES:

Work with other units in the Division of Advancement and at the University in the creation and maintenance of web content for promotion, recruitment, retention, alumni outreach, fundraising, and general image-building purposes, as well as day-to-day operations of the University.

Maintain a high level of understanding of current developments in the assigned areas of responsibility, and anticipate future needs.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers (Macintosh experience preferred); software, including word processing, web development, photo/video editing, content management systems, and others as needed.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; minimum of two years of professional editing experience; demonstrated experience in Web writing and online content development; demonstrated experience in information architecture and user experience; excellent writing and communications skills; demonstrated professional expertise with Adobe Creative Suite and/or similar applications, including Photoshop, Dreamweaver, and Contribute; excellent interpersonal skills; an ample portfolio of works for demonstration; a demonstrated self-motivated expansion of and renew of skills sets; ability to work independently; demonstrated experience with blogging, social media, and content management systems; demonstrated ability to work with diverse groups.

PREFERRED: Demonstrated working knowledge of current relevant industry developments, trends, and practices; demonstrated ability to hand-code in CSS, HTML5, PHP, and MySQL; demonstrated experience in the areas of training, providing effective customer services (preferably in higher education), evaluating products, and preparing and presenting reports; demonstrated experience in multimedia creation, including online video/audio; demonstrated visual design experience; demonstrated experience using and/or developing WordPress.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.