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Developed by:.....
Reviewed by:.....SG
Approved by:.....LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Manager, Internet Technology
DIVISION: Academic Affairs (Information Technology Services)
REPORTS TO: Director, University Computing Systems
GRADE: 15
SUPERVISES: Professional, technical, clerical, and student support staff

BASIC FUNCTION:

Responsible for overseeing the development, coordination, management, and ongoing maintenance of all University of Rhode Island web technology services in support of administrative and academic objectives. Develop and provide end user support consistent with URI's web technology needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Lead, manage, plan, organize, implement and maintain web technology programs and services for all faculty, staff, and students, in support of administrative and academic objectives.

Serve as liaison with departmental information providers to increase available web content, assist with their content development, ensure consistency of style, and coordinate information and access across multiple internet services.

Research web site trends, analyze sites, and recommend web development options. Provide site utilization information to departmental information providers.

Collaborate with other units within Information Technology Services to integrate new technologies, multimedia assets and database applications into URI internet resources.

Develop and conduct web and/or graphics related training programs for faculty, staff and students.

Develop and maintain the URI web site in consultation with the Web Management Team and the Web Advisory Committee.

Develop and maintain web publishing guidelines, web page templates and web developer resources.

Provide end users support for faculty, staff, and students pertaining to their web technology needs.

Serve as active member of the URI Web Advisory Committee. Participate in committees, working groups, councils, boards etc. in support of web technology initiatives.

Develop web-related articles and documentation to departmental content providers.

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Stay current with development related to the internet including XHTML, graphical capabilities, scripting languages, browsers, document formats, document production software and document conversion tools.

Additional responsibilities as directed by the supervisor consistent with rank and position.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, and word processing, database management and project management software, e-mail, internet/intranet/web, programming languages, and statistical software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor's degree required. Master's degree preferred. Five years of experience in the design, implementation and maintenance of a complex, dynamic data-driven web site required, preferably in a higher education environment. The following are also required: evidence of a portfolio of work; demonstrated experience with authoring tools (Dreamweaver, etc) and graphics design tools (Adobe Photoshop and Illustrator, etc); experience providing end users support and developing and offering end user training programs; excellent analytical, organizational and communication skills; demonstrated ability to work effectively and collegially with colleagues; demonstrated ability to work independently on multiple assignments and to work collaboratively within a team. Must be adept at interfacing with and mentoring other web content developers and in helping to translate functional requirements into design and development specifications is required. Coursework in graphics design, web development, teaching and/or instructional technology; demonstrated experience with Linux/Unix operating system and familiarity with HTTP protocol, web page development tools, and scripting languages (PHP, JavaScript, PERL and etc.) are preferred.

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