MontanaTech
THE UNIVERSITY OF MONTANA

Web & Social Media Developer

DEPARTMENT: **Marketing & Public Relations**
Employment Detail: **Permanent, Full-Time**
Applications received by March 24, 2017 will be guaranteed full review and consideration. Applications received after that date may be considered until an adequate applicant pool has been established.

DUTIES:

- Manage day-to-day operations of the institutional web presence, including development and content updates.
- Create and manage web pages and templates that are aesthetically pleasing, easily modifiable and work across multiple web browser platforms, including mobile devices.
- Assist in the evaluation and recommendation of outside vendors to perform work as needed.
- Work with the Montana Tech Graphic Designer to incorporate visually appealing graphics and design into campus websites and social media platforms.
- Perpetually modify website to be current, up-to-date, easy to use, attractive and functional for constituents which include, prospective students, current students, faculty and staff.
- Manage Cascade, the campus content management system (CMS), including approving, training and managing campus CMS users.
- Manage the campus online form system, including approving, training and managing campus users.
- Develop strategies to achieve successful internet search engine results.
- Maintain website usage stats for individual departments and develop media strategies based on usage patterns.
- Perform usability testing, report results to marketing and web committee.
- Manage Montana Tech's social media channels. Produce quality work self-checking for accuracy and thoroughness.
- Balance priorities while being interrupted frequently.
- Obtain content from various sources and present in a consistent fashion.
- Coordinate with central information technology department to test and maintain web servers and related software.

REQUIRED QUALIFICATIONS:

- Associate's degree in related field and 4 years' experience in building websites and working with web content management systems. Experience should include: content strategy and development, information architecture, and collaboration with designers.
- Proficient with HTML5, CSS3.
- Excellent verbal and written communication skills.
  Strong project management skills.

PREFERRED QUALIFICATIONS:

- Working knowledge of PHP or ASP.
- Working knowledge of Javascript.
- Working knowledge of Adobe Creative Suite and Microsoft Access.
- Understanding of higher education marketing and standard practices and strategies for college/university websites.
- Graphic design experience and social media knowledge.

To apply, please submit the following items:
1)Letter of application, 2) Resume', 3)Name and contact information for 3 professional references
The items listed above should be sent or e-mailed to:
   Montana Tech Human Resources, 1300 West Park Street, Butte, MT 59701
   e-mail: HumanResources@mtech.edu Phone: 406-496-4380 Fax: 406-496-4387

Any offer of employment is contingent upon a satisfactory criminal background check.