BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Academic Web Administrator

DEPARTMENT: Academic Affairs

FUNCTION: The primary role of the Academic Web Administrator is the maintenance and administration of the website for Academic Affairs including hands-on technical Web support to develop, design and propose changes to the website. Works collaboratively with the College’s Web Administrator. Works with all Academic Division Leadership members to provide direction, strategies and services for print and web content presentation.

REPORTS TO: Managing Director of the Center for Innovation in Teaching and Learning

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:
Responsibilities include but are not limited to:
1. Develops, implements and manages dynamic web applications, forms, and workflows in response to academic department needs
2. Analyzes Academic process workflows to identify, diagnose, and resolve web system or navigational failures.
3. Recommends changes to existing systems and processes, and applies strategies to improve efficiency and effectiveness of web communications
4. Leads Workshops and produces Video Tutorials for training faculty and staff on current and innovative uses of web technologies.
5. Provides oversight and strategic direction for academic web content managers, to maintain content, develop new pages and sites, enhance functionality and ensure cross-browser, cross-device quality, SEO and ADA compliance of the school’s online content
6. Collaborates with the Web Administrator to develop a consistent visual and responsive design for all Academic department Web Site content and to identify strategies for future growth
7. Designs and develops web content and academic websites, such as the Academic Home Page and other official web pages, data submission forms, and other online marketing and Syllabi materials.
8. Provides technical, design and consulting services to Academic Deans for the development of web based print and video materials.
9. Works collaboratively with the Web Administrator, Student Affairs, and PR to ensure that the Academic Web Site displays necessary information in the proper multimedia formats for all currently enrolled students, potential students, faculty, staff and community partners.
10. Performs additional tasks or duties as assigned by the Vice President of Academic Affairs or other designated management.

Academic Web Administrator
MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy.

- Ability to work with many different user groups with varying levels of web expertise, including faculty, students and staff.
- Must possess effective oral and written communication skills and excellent listening skills
- Ability to analyze business needs and create technical solutions for those needs.

Has proficiency in the use of the Microsoft Office suite, HTML, JavaScript, relational database and SQL, Social Media, as well as other software related to the design and production of websites, online technologies and other relevant communication materials. Exhibits strong skills in:

- Data Communications and Database Analysis
- Customer and Student Focus
- Collaborative and Interpersonal Skills
- Strategic Planning

Education: Bachelor’s Degree in a relevant area of study; Master’s degree preferred.

Experience: Minimum of 7 years in designing, producing web pages, technical communications and technical support. Must be familiar with Web Content Management systems (SharePoint and DotNetNuke preferred). Experience in an academic setting a plus.

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.

Submitted by: ___________________________ Date: __________
Name/Title

Approved by: ___________________________ Date: __________
Name/Title

Reviewed by: ___________________________ Date: __________
Human Resources

Board Approval: ___________________________ Date: __________
Board Member

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE

Academic Web Administrator