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JOB POSTING
OFFICE OF HUMAN RESOURCES
June 28, 2018

POSITION:               Web Developer
DEPARTMENT:     Information Technology
DIVISION:           Finance & Administrative Services
HOURS:   Full-Time- Exempt- 35 hours per week, Monday- Friday, 8:30 a.m. - 4:30 p.m.

Note: as a member of our exempt work force there could be occasions when a commitment beyond the normal workweek may be required.

GENERAL DESCRIPTION:

Reporting to the Senior Systems Administrator, the Web Developer is responsible for the design, maintenance, and development of the college’s websites and Web applications along with the technologies that support them. Provide assistance in database development and maintenance, and their integration with other campus systems, and the campus intranet.

SPECIFIC RESPONSIBILITIES:

1. Function as the primary person for maintaining the college’s Internet and Intranet websites.
2. Implementation and oversight of content management system.
3. Ensure website security through a strong understanding of Internet security principles and secure coding practices.
4. Ensure website stability and efficiency regarding load time, usability, and cross-browser compatibility issues.
5. Work directly with the Marketing & Communications Department and other departments to coordinate the advancement of the college’s websites, enhancing current sections, or creating new sections when necessary.
6. Continually monitor the helpdesk system and respond to appropriate work orders.
7. Assist users in resolving problems with the operation of the administrative system, or any other existing systems, including the campus intranet.
8. Work with the Systems team to develop database driven web pages.
9. Provide monthly usage reports on the college’s Internet and Intranet websites for review.
10. Remain up to date on current and new technologies that would enhance the college’s Internet presence.
11. Develop and maintain documentation on Internet systems projects.

12. Perform other duties as assigned by the Senior Systems Administrator.

QUALIFICATIONS: Associates Degree in Computer Science or a computer-related field desired. 3-5 years of experience in developing website technologies necessary. Knowledge of HTML, CSS, JavaScript (jQuery), XML, ASP Classic, ASP.NET, PHP (CakePHP), content management systems (Drupal, Joomla), SQL Server, Microsoft IIS Server, and search engine optimization is necessary. Experience working with documents and graphics for the web, including software such as Acrobat and Photoshop, is required. Experience in developing rich media web applications is a plus. Excellent interpersonal and organizational skills required. Understanding of social media best practices desired.

If you are interested in applying for this position; please submit a cover letter, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: sbowman@nycc.edu

* Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.

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