

# Web Technician/Digital Communications Specialist

College of Saint Mary

College of Saint Mary is seeking a Web Technician/Digital Communications Specialist. As Web Technician/Digital Communications Specialist this individual is responsible for new and ongoing design, layout and coding for all CSM web sites, management of web-based services and MyCSM Sharepoint administration.

## **Primary Job Responsibilities:**

- Support College of Saint Mary web pages. Update main pages and site templates. Manage all back-end external website code and custom web applications. Program and implement utilities and scripts to ensure the most effective use of the site.
- Research, evaluate and implement multi-media and Internet technology, such as digital audio, image scanning, e-commerce, live chats, and video/audio streaming.
- Assist community in the creation and maintenance of external web pages. Ensure consistency and integrity of all web pages connected to the College of Saint Mary site.
- Manage all Microsoft Sharepoint collaboration sites (MyCSM) including creation, support and training for SharePoint sites for the community using the myCSM portal.
- Manage and maintain the Self-Service student portal site, including necessary upgrades.
- Manage and administer digital signage system (Xibo).
- Special projects as assigned by the VPIT.

## **Qualifications:**

- BS in computer science, web-related graphic design or MIS is required.
- At least two to four years of experience focusing on web solutions.
- Experience in HTML and Drupal content management system, Windows operating systems and servers, ASP, and .NET.
- Knowledge of sound marketing design principles and content writing experience.
- Microsoft Sharepoint knowledge and administration, Microsoft SQL Server database design, experience working with Xibo is preferred.
- Experience in higher education web development is a plus.
- Excellent skills in software programming and graphics.
- Strong knowledge of good web page design principles and techniques.
- Excellent writing skills for marketing purposes.
- Creativity and imagination.
- Adaptable and able to pick up new techniques.
- Keeps up to date with advances in computer technology and how this affects the business environment.
- Knowledge of networking, Internet and computer science technology.
- Ability to communicate effectively, both orally and in writing.

### **Salary and Benefits:**

The salary range is \$39,100 - \$43,444.

College of Saint Mary offers a wide array of benefits, including medical and dental coverage for you and your family, life insurance and disability programs, flexible spending accounts, 403b, tuition remission programs for dependent children at College of Saint Mary and tuition exchange programs with participating institutions.

### **About Omaha:**

College of Saint Mary is located centrally in Omaha, the largest city in Nebraska. A growing city with metropolitan area population of 850,000 set among the rolling hills of the Missouri River Valley, Omaha is the home of five Fortune 500 companies, a world-class zoo, professional and semi-professional sports teams, and a nationally recognized community theater, ballet, and symphony.

### **Application:**

If interested, please apply using the following link. **Please put your resume, letter of interest, names and contact information for three professional references, including a minimum of one supervisor, in one document before you apply. When the system asks you to attach a resume please attach the document that contains all of the above information. The system allows only one attachment.**

<https://home.eease.adp.com/recruit/?id=9677901>

*College of Saint Mary is a Catholic university dedicated to the education of women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, age, national origin, disability, veteran status, marital status, or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.*