

Job Title
Office/Department
Location (Building)
Supervisor
Length of Employment
Job Wage Rate or Range
Position Summary

College Webteam Programmer
Information Technology
Law Hall
College Web Manager
Academic Year
8.00/hour
Works with the college web manager and programmer to create web applications for faculty, staff, and students.
Duties include editing PHP, CSS, HTML, JavaScript, and other languages. Works within the Cornell College Framework to create and maintain scalable and updatable applications. Assists in training and mentoring new members of the webteam.

Principal Duties and Responsibilities

Knowledge Skills and Abilities

- Typing
- Phone Coverage
- Data Entry
- Research Assistant
- Tutoring
- Athletic Training
- Maintenance
- Receptions/Registrations
- Customer Service/Public Relations
- Microsoft Excel
- Microsoft PowerPoint
- Dreamweaver
- Troubleshooting PCs
- Sports Information
- Audiovisual Skills
- Library Circulation Desk
- Photography
- Maintain Inventory
- Heavy Lifting Required

- Filing
- Photocopying
- Cataloging
- Operate Switchboard
- Scheduling
- Telemarketing
- Scheduling
- Supervisory Responsibilities
- Microsoft Word
- Microsoft Access
- Installing Hardware
- Internet Searches
- Graphic Arts
- Sports Statistician
- Shelving Books
- Interlibrary Loan
- Food Preparation
- Cash Register Skills

Additional Job Qualifications

Must know PHP, HTML, CSS, JavaScript, AJAX, database structure, database query language (MySQL) and XML

Expectations

Students will be expected to work in both a supervised and unsupervised manner. Must be responsible and have attention to detail.

Working Conditions

Work with the college webmaster and programmer in a supervised role as well as

the ability to complete projects on their own.

Other