



The West Virginia School of Osteopathic Medicine



WEBMASTER

Reports to Assistant Vice President of Marketing and Communications.

Summary: Under administrative supervision from the Assistant vice President of Marketing and Communications, the Webmaster is responsible for planning, developing, constructing, managing and maintaining the websites of WVSOM. This person has a strong user understanding and demonstrated expertise in Websites' usability, architecture, and design and development.

Specific Job Functions: Plan, develop, construct and maintain the WVSOM websites including recommending appropriate software and vendors; Demonstrated ability to manage a Web process. Provide excellent management and leadership to the staff and work collaboratively with management, faculty, staff, students and IT support. Partner with internal and external content managers, editors, designers, developers, and other institutional staff to ensure sites meet both customer and WVSOM needs, align with the brand strategy platform, and meet agreed upon standards. Manage multiple projects, maintain schedules and budgets. Excellent web/digital media project management and experience. Fluent in development optimization techniques to deliver the best user experiences in the most technically efficient manner. Keeps abreast of new technology. Recommends and implements upgrades for programming, security and other features which impact the function of the sites. Uses sound judgment and decision-making to protect the WVSOM brand. Provides user training and uses resources to assist internal users. Monitors and reports site use. Performs other related duties as assigned.

Qualifications: Bachelor's Degree Computer Science, Digital Media, Engineering, or website design-related degree preferred. The successful applicant should possess a minimum of two years website development and management for a business or institution. Advance knowledge of current and future web applications is necessary. Advanced knowledge of current and future web applications is necessary. Advanced knowledge of the following preferred: Proven website design abilities using packages such as Adobe Photoshop Flash, Illustrator, etc; NET, HTML, XHTML, cross-browser and cross-platform compatibility, Access, javascript and large-scale content management systems; Familiarity with the creation and management of embedded webpage media: graphics, forms, audio, video and scripting; Integration of infrastructure

and applications; Firewall and security programs; Search engine optimization (SEO); Other applications may apply.

Position: This is a full-time non-classified position with full state benefits and is exempt from FLSA provisions regarding overtime. Salary is commensurate with experience.

Application: Qualified applicants should send a cover letter, current resume, and a list of five references and their contact information to include addresses, e-mail, and phone to Leslie Bicksler, Director, Human Resources. Applicants are encouraged to send application packets via e-mail lbicksler@wvsom.edu. Material that cannot be e-mailed may be sent to Leslie Bicksler, WVSOM, 400 North Lee Street, Lewisburg, WV 24901.

Applications are considered confidential, and references will not be contacted without the applicant's permission.

The search committee will begin its review of applications upon receipt and will accept applications until the position is filled.

West Virginia School of Osteopathic Medicine is an equal opportunity employer and is committed to enhancing diversity among its faculty and staff.