



OTTERBEIN UNIVERSITY

Job Posting

Job Title: WP Developer and Digital Platforms Director

Job Class: Staff

Department: Marketing and Communications

Reports to: Executive Director of Marketing and Communications

FLSA Status: Full-time/Exempt

To Apply: Please email an [Otterbein Employment Application](#), resume and cover letter to hr.jobs@otterbein.edu addressing this position in the subject; FAX 614-823-1511; or mail to Otterbein University, Human Resources, 1 South Grove Street, Westerville, OH 43081. Only submissions with a completed application will be reviewed.

For an Otterbein Employment Application or more information: Please visit <http://www.otterbein.edu/Careers>

BENEFITS at Otterbein include: tuition benefits for employees and their dependents, 4 weeks of vacation, 11 paid holidays, medical, dental, vision, and competitive employer contributions to a 403(b) retirement plan.

ABOUT OTTERBEIN UNIVERSITY: Historically progressive. That is the hallmark of Otterbein University and those connected to this private university nestled in the picturesque, historic Uptown Westerville district in central Ohio. Otterbein University was established in 1847, a set of deeply rooted values still guide this model community of leaders and learners. Otterbein has set the pace by providing an educational experience that is progressive, innovative and inclusive. Today Otterbein University enrolls 2,495 undergraduate students in more than 70 majors and 393 graduate students working toward one of six master's degrees or a doctor of nursing practice degree. Students come from towns throughout Ohio and represent 42 states and 9 countries, enriching the campus through their individual and collective diversity. Integrity, humane values and an inherently just, moral compass have guided Otterbein's forward-thinking vision and actions—from its curriculum to its responsibilities as a member of academic, regional and global communities.

SUMMARY: Responsible for the overall infrastructure and content utilized for the University's institutional website and digital platforms by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES Includes the following. Other duties may be assigned.

Responsible for development, implementation and maintenance of the infrastructure, hardware, and software utilized for the University's institutional website.

Adds/troubleshooting various WordPress Plugins

Writes HTML, PHP, CSS3 and MySQL (strong knowledge)

Creates hard-coded-non-WordPress sites

Understands the architecture and flow of information needed to sustain a large-scale website.

Works with key suppliers and vendors to build capacity to ensure that we have a functional and up-to-date content management system for website and digital platforms.

Develops timelines for projects and web-team and is able to meet or exceed deadlines.

Monitors web traffic performance via Google Analytics

Evaluates staff capacity to identify, prevent, and resolve issues.

Coordinates with campus stakeholders to ensure that the site provides content and functionality that meet the business needs of the organization. Maintains appropriate security and troubleshoots any issues.

Manages subordinate staff in the day-to-day performance of their functions.

Provides first level management. Ensures that project/department milestones/goals are met and adhering to approved budgets.

Provides leadership with Intranet functions, in coordination with the Office of Information Technology, and will be a leader in developing new Ozone for the University.

Assists Executive Director of Marketing and Communications with digital platforms for marketing purposes.

As a member of the Institutional Advancement team, the successful candidate is expected to participate and support University and Division special events and projects.

Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES: Front end developer and student worker at the moment.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's Degree; Master's Degree preferred. Three (3) years of directly related office and supervisory experience required.

Experience building responsive sites and familiar with processes of a website and digital platforms.

Excellent written and verbal communication skills

Experience with Photoshop and other photo editors

Have an online portfolio of demonstrated work

CERTIFICATES, LICENSES, REGISTRATIONS: N/A

LANGUAGE SKILLS: Must demonstrate excellent verbal and written English skills including grammar.

ORGANIZATIONAL SKILLS: The successful candidate must possess superb organizational skills in order to accomplish deadlines and complex projects in a timely manner.

TECHNICAL SKILLS: General knowledge of Word Press sites, ability to build content inventories, taxonomies, and other information architecture or other content management deliverables to provide clear direction to web design teams (front end and back end developers), Strong interpersonal, communications and supervisory skills.

Having expertise in information architecture and user experience design is required. Furthermore, the successful candidate must possess basic markup languages knowledge (HTML) and media authoring systems. Macintosh computer skills a plus but not required including a variety of software packages including Outlook, Word/merging and Excel and Office 365 and SharePoint. Must take pride in and be thorough in quality of work produced; must be able to use general office equipment including office PC, copier, telephone, facsimile machine, etc.

REASONING ABILITY: Must possess excellent attention to details; must be a team player and interact collegially with co-workers and other constituencies. Must possess excellent customer service skills. Must possess strong leadership skills. Ability to exercise initiative and independent judgment in unusual or new situations. Must be able to work independently and must retain confidential information.

MISSION CRITICAL COMPETENCIES

- **COMMUNICATION**
Organizes ideas in a clear, logical flow that can easily be understood. Demonstrates a willingness to share ideas and encourages other to do the same. Demonstrates active listening skills by summarizing or paraphrasing understanding of what speakers say in questions or comments to verify understanding and prevent miscommunications.
- **CUSTOMER SERVICE**
Makes customers and their needs a primary focus of one's actions. Develops and sustains productive customer relationships. Presents a professional, positive manner with customers.
- **PRIORITY SETTING**
Seeks to accomplish critical tasks with measurable results. Shows a significant level of effort, persistence and time commitment to achieve goals. Does not allow mistakes, failure and other personal crises to undermine results. Keeping on point and timely decision making.
- **BEING OPEN AND RECEPTIVE**
Composure; humor; listening; patience; and personal disclosure.
Interruptions should not affect productivity or focus throughout the work day.
- **DEMONSTRATING PERSONAL FLEXIBILITY**
Dealing with paradox; personal learning; self-development; and self-knowledge

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear, sit, reach and use repetitive motions of hands and wrists. The employee is occasionally required to stand, walk, stoop or bend. The employee must occasionally lift and/or carry up to 20 pounds and occasionally push and/or pull up to 20 pounds. This position requires close vision. Must be able to meet regular and predictable attendance standards.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are performed in an environmentally controlled office setting; noise levels as expected in normal operation of office equipment.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of level of difficulty.

Otterbein University is an Equal Opportunity Educator and Employer.

Otterbein University is committed to providing a welcoming environment free from unlawful discrimination. To this end, the University prohibits any form of discrimination against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity, gender expression, national origin, disability, military status, or any other legally protected status in its programs and activities. However, the University's commitment to a nondiscriminatory environment is not intended to abridge unduly its commitment to academic freedom, free speech, or its educational mission. Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Scott Fitzgerald Director of Human Resources and Legal Affairs
Title IX Coordinator
614.823.1130