



Bluefield State College

Job Vacancy Announcement

Web Developer

POSITION TITLE: Web Developer

JVA#: 2017-15

DEPARTMENT: Computer Services

POSITION CLASSIFICATION: This position is Nonclassified, Full-time, carries an Exempt status under the Fair Labor Standards Act, and serves at the will and pleasure of the President. Salary will be commensurate with qualifications and experience.

POSITION SUMMARY: This position maintains and develops the college's website and is responsible for its software and upgrades. This position also assists faculty and staff with developing new systems, understanding and assisting with website, and helping to maintain currency with existing and new software installations.

CORE RESPONSIBILITIES:

- Manage the Bluefield State College website, including but not limited to, maintaining software upgrades, maintaining all website modifications and managing all aspects of the security of the website. Support faculty and staff in utilizing the college's website. Integrate the college's Banner system into the website. Seek new ways to make use of current technology for the website.
- Provide functional and technical support to the web-oriented Banner products (ie. Self-Service, DegreeWorks, etc). Develop, modify, and configure web based applications that relate to Banner and Argos, and may include other institutionally-used software. Consult with supervisor and others as appropriate, and serve as a liaison with external vendors as may be necessary, in the resolution of issues as they arise. Maintenance of the BSC portal, Office 365 SharePoint, Security Compliance and Email Services. Work closely with the Public Relations Office on BSC's social media sites.
- Consult and work closely with the appropriate campus personnel to develop the website to the highest level of performance possible. Analyze current application software programs and develop needed programs to meet customer end-user needs. Develop solutions to problems varying from routine to complex in nature to ensure user satisfaction and productivity.
- Stay current with technology as to recommend improvements/changes. Make sure the site and its functionality is always mobile-friendly and multi-platform ready. Review site statistics and monitor analytics. Maintain responsive website design. Perform other duties as assigned by the supervisor.

MINIMUM REQUIRED QUALIFICATIONS: Bachelor's degree in Computer Science, Management Information Systems or closely related field. A minimum of two years of experience with HTML, Oracle or SQL Server, SQL, and PC and Linux related software and operating systems. Working knowledge of Drupal, computer hardware, software and operating systems (including Windows), data processing, databases, SQL, and HTML. Excellent problem solving abilities. Excellent writing and oral communication skills. Ability to communicate effectively with a diverse group of computer users from both the administrative and academic areas of the college as well as with vendors. Physical Effort required includes constant use of a computer, working in a normal office environment, and occasionally carrying PC's and devices up to 25 pounds. Must maintain a valid driver's license.

COMPENSATION: Salary is commensurate with qualifications and experience. Position is dependent upon available funding. *[Note: Position is contingent upon available federally-funded grants.]*

THE COLLEGE: The mission of Bluefield State College is to provide students an affordable, accessible opportunity for public higher education. A historically black institution, Bluefield State College prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. More information about the College is available at www.bluefieldstate.edu

APPLICATION PROCEDURE: Completed applications are to be submitted in electronic format only to humanresources@bluefieldstate.edu and must include:

1. Letter of interest specific to the position;
2. A completed BSC Employment Application (form available at <https://www.bluefieldstate.edu/jobs>);
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate).

DATE POSTED: July 26, 2017.

CLOSING DATE: Position is open until filled. A review of applications will began immediately. For full consideration, applications must be received by 4:00 pm EST, August 16, 2017.

Bluefield State College is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The college complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State College does not sponsor H1B VISA.