

University of Houston – Clear Lake

Position Description

Job Title: **Web Developer I**

Job Code: **3958**

Pay Grade: **003**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Some college coursework. Training, experience, and/or college coursework equivalent to college coursework in Web design and development.	Two or more classes in Web Design and Development.
Experience	Six months of experience beyond classroom work in the design, development, and maintenance of Web sites.	Additional experience, including professional, for-profit Web work. Experience in Web site testing, user support, user training, and Web product troubleshooting and quality assurance. Experience with the work environment and culture of public, higher education.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

As part of a team or solo, the entry level position of Web Developer I (WD I) assists in the development and maintenance of courses and Web sites in support of the university's Web-based instructional initiatives. Often working with direction from a WD II, applies XHTML, and CSS and other relevant tools. Using knowledge of the university's course delivery platforms, the WD may assist in supporting university students and faculty in the use of Web courses, including data entry, troubleshooting, documentation, and training. Also may review completed Web projects for functionality, usability, and maintainability.

Duties and responsibilities	% Time
Co-develop, maintain, and review elements for Web courses, Web sites, documentation materials, and other instructional and academically-related materials. Expected emphasis on maintenance, data entry, and strengthening and troubleshooting existing products.	65
Support faculty, students, and staff via Web development, training, troubleshooting, and preparation of reference materials. Support requests may arrive via e-mail, chat, phone, colleague referral, and walk-ins.	20
Regularly participate in meetings and activities with project teams and the overall team, and communicate with colleagues and administration on project status and time invested. Contribute to ongoing process improvement and maintain currency in UCT work-related knowledge and skills. Other roles as requested by supervisor	15

This position description describes the general qualifications, duties and responsibilities of work being performed.