

University of Houston – Clear Lake

Position Description

Job Title: **Web Developer II**

Job Code: **3968**

Pay Grade: **004**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	College course work in Instructional Technology, Education, Computer Science, Communications, or other relevant area, including course work in Web design and development	Bachelor's or Masters degree in Instructional Technology, Education, Computer Science, Communications., or other relevant area, including course work in Web design and development
Experience	Minimum of one year of professional experience in the design, development, and maintenance of Web sites.	Additional experience that includes Web development for learning management system(s) and other Web education applications, e-commerce, graphics, databases, Macromedia Flash, ASP. Experience in Web site testing and quality reviews.
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 Web Developer II (WD) designs, develops, and maintains sites on the World Wide Web in support of the university's Web-based instruction initiative. Applies XHTML, Web programming languages, and graphic programs. Using knowledge of the university's course delivery platform (currently WebCT) the WD also guides and supports university faculty members in the delivery of Web courses, including troubleshooting. Also may review completed projects for functionality and maintainability. Contributes in training efforts, mentoring, and ongoing process improvement.

Duties and responsibilities	% Time
Co-design, develop, implement, review, and maintain non-media and media elements (pages, activities, forms, graphics, etc.) for Web sites, Web courses, and other instructional and academically-related materials. Likely to require advanced Web skills and teamwork.	65
Regularly participate in meetings and activities with the project team and overall Team, and communicate with Team and administration on project status and time invested. May participate in instructional technology-related campus, University of Houston System, and professional activities related to this role in Web-based instruction. Contribute to ongoing process improvement. Other roles as requested by supervisor.	20
Provide one-on-one and group training, troubleshooting, and other support for instructional technology, including training faculty who are teaching Web-based courses.	15

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