

# University of Houston – Clear Lake

## Position Description

Job Title: **Web Services Coordinator**

Job Code: **3954**

Pay Grade: **007**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in Computer Science, Management Information Science, Communications, Multi-Media, or Instructional Technology.	Additional specific courses in web development and/or database management.
Experience	At least five years experience in web development or instructional design for web based course delivery with at least two years supervision responsibility over a staff of web developers	Additional years of experience in planning and development of web-enabled e-business web sites, online instruction and classroom training. Experience in a higher education setting. Experience managing web development staff charged with producing e-business web sites and courseware. Project management experience involving team assignments in instructional technology, including facilitation and coordination of information technology project development process.
License/Certification		

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

### POSITION SUMMARY

**This position is responsible for coordinating both instructional and business Web development. Serving as an integral part of the Business and Learning Application team, this position will collaborate with the director and other UCT management staff in all aspects of project management for Web-based projects. The position will oversee and advocate for the best practices and standards of the university's Web and courseware material. The position will coordinate with management to ensure correct use of technology and resources are applied to web efforts and to ensure shared resources are leveraged efficiently.**

Duties and responsibilities	% Time
Supervise and coordinate the efforts of the UCT web development and instructional design staff.	20
Coordinate with end users and technical staff to develop web site and web course requirements to determine customer needs.	20
Review and coordinate web sites and web courses for overall design and information use consistency.	15
Estimate, coordinate, monitor and communicate status of project timelines and resources. Advise management of progress or issues. Coordinate web training courses and related material to support the university web presence.	15

Coordinate with the business application team, media team and management to define new applications to support the university web presence.	10
Coordinate with academic units regarding web course delivery.	10
Mentor web developers in information analysis, architecture design, and customer service relations. Other duties as assigned.	10

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