

Milligan College
Position Description
Updated 6-2015

Job Title: Web Developer & Designer
Department: Marketing & Enrollment Management
Reports to: Director of Public Relations and Marketing
Status: Full-time employment; exempt

SUMMARY: The Web Developer & Designer is responsible for the implementation, maintenance, and support of Milligan College's web presence, in addition to the design and production of college print and electronic collateral materials.

PRIMARY RESPONSIBILITIES:

1. Create, develop, and manage content for Milligan's web presence
2. Track and report all relevant metrics
3. Monitor and troubleshoot issues that arise with the performance of the website
4. Keep current with emerging web technologies
5. Design and produce marketing communications materials
6. Edit and proofread all materials for proper messaging, accuracy, and consistency with Milligan's graphic presentation, according to the college's Visual Identity Standards
7. Coordinate projects across departments, working cooperatively with key team members, clients, and vendors
8. Assist with social media implementation and strategy
9. Fulfill other necessary responsibilities as assigned

QUALIFICATIONS:

The ideal applicant will have a working knowledge of HTML, CSS, JavaScript, PHP, WordPress, Photoshop, and InDesign. Applicants must possess experience with website design/editing principles and software; an ability to work well with PR/marketing professionals as part of a team; an equal ability to initiate improvements to the sites; a strong desire to learn and apply new technologies; and excellent skills in communication, organization, leadership, creativity, and customer service. Marketing and graphic design experience or knowledge is a plus.

TO APPLY: Send the following to Chandrea Shell, Director of PR & Marketing, at chshell@milligan.edu. No phone calls.

- Letter of interest and qualifications for the position
- Resume
- Portfolio showing examples of both electronic and print work
- Names, addresses, emails, and phone numbers of (3) professional references

The position will remain open until filled. All inquiries and materials will be treated as confidential. Finalists will be required to submit official transcripts and are subject to credit and criminal background checks.