



VACANCY
NOTIFICATION

Posting Date: October 19, 2018

Part-Time Web Developer

Hudson County Community College is an award-winning, comprehensive urban college located just across the Hudson River from Manhattan in Jersey City and Union City, NJ. Fully accredited by the Middle States Commission on Higher Education, the College offers courses and classes in a wide variety of disciplines to the people and businesses of Hudson County, one of the most historic and ethnically diverse areas of the United States. The College was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was one of just five finalists in the U.S. for the American Association of Community Colleges' (AACC) Student Success Award, and was presented with the New Jersey Business & Industry Association's Good Neighbor Awards in 2009 for the Culinary Conference Center and in 2012 for the North Hudson Campus Project, and in 2015 for the Library Building.

The College is searching for a **Part-Time Web Developer**. Reporting to the Web Portal Manager, the Part-Time Web Developer will assist with the development, support, and maintenance of the College's website and portal pages to ensure accuracy and currency of content. Also will be responsible for adherence to established policies and procedures, and ongoing website and portal access by users/viewers and the College community.

Position Requirements: Associate's degree or higher required. A minimum of one to three years of experience in web programming/ design is required.

1. Assist the Web Portal Manager in the development, enhancement, modification, and maintenance of the College's external and internal (Portal) website's in accordance with established priorities, policy directions, and goals:
 - Assists with concepts, policies, standards, and infrastructures for the operation of the website;
 - Assists with the of the creation and adapting of existing content to a consistent, web-friendly format and creates layout for new sections/features in accordance with the branding guidelines;
 - Effectively collaborates with all College divisions; e.g., network, computer operations, etc., to ensure successful systems integration;
 - Assists the Web Portal Manager with website template formats, logical structures, and hyperlinks for web pages;
 - Maintains website directory structures, configuration files, and content files.
 - Troubleshoots and resolves website bugs and problems.
 - Aids in website programming, using a variety of authoring languages ensuring that website is accessible by viewers from a variety of different environments;

- Ensures that information is delivered to website viewers in a consistent, user-friendly format at maximum speed and quality;
 - Performs ongoing evaluation of website and portal software and hardware to ensure the continued and future effectiveness and efficiency of the website.
2. Remains current with developments in uses of web/portal technology through independent research, current membership in professional organizations, attendance at conferences and trade shows, etc. Interacts with various N.J. college website associations to both share and obtain information and ideas.
 3. Collaborates with the Web Portal Manager on new website standards, technologies, applications and trends, and recommends plans to the CIO and Director of Communications for future enhancement of the website.
 4. Projects a positive self-image of technical skill and professionalism, appearance, confidentiality, courtesy, conduct, honesty, fairness, and personal integrity at all times.
 5. Performs other portal/website development along with design activities, as required. Remains flexible and adaptable in work schedules and work assignments as defined by organizational and departmental needs.
 6. Completes tasks and assigned projects on a timely basis and within budget.

Ability to develop and maintain web pages using HTML/PHP/CSS and/or JavaScript is required. Basic knowledge of at least two of the following is required: WordPress, WPEngine, Drupal, Microsoft Windows server, MAC, Ektron, SharePoint, and IIS. Office, DreamWeaver, Adobe Creative Suite, GoLive, MicroMedia Contribute, C#, JQuery, XSLT, and/or similar packages. Effective verbal and written communication, interpersonal, and influence and negotiation skills required. Ability to interact with all levels of employees and management on a regular basis is required. Organizational, prioritization, multi-tasking, and time management skills required.

TO APPLY: Send letter of application, resume, salary requirements, and three references to:

ATTN: Sandra Aviles, ITS Dept.
70 Sip Avenue, Third Floor
Jersey City, NJ 07306
E-mail: saviles@hccc.edu

For additional information and employment opportunities at HCCC, please visit:
www.njherc.org , www.higheredjobs.com and www.latinosinhighered.com
As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.

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