Web Developer/Design (Computer Specialist II)

**Department:** Marketing  
**Position:** 12 month classified position  
**Wage:** $17.061 per hour plus complete benefit package  
**Union Affiliation:** Montana Public Employees Association  
**Posting Date:** January 2016

**Description**

Working as an integral member of the university relations and marketing department, the web developer/designer is responsible for developing and maintaining the university’s web presence based on defined processes and strategic objectives.

The position ensures that the website serves as Montana Western’s central communications tool in providing content that is usable for viewers and accurately reflects the university’s brand strategy.

Under the direction of the director of university relations and marketing, the web developer/designer works closely with the university’s IT department to ensure seamless integration of web solutions and with a wide variety of university clients to evaluate content and determine appropriate navigational structure and placement.

The position requires a combination of technical knowledge and skills and proficiency in written and visual communication.

While the primary purpose of this position relates to university websites, the position will also assist in designing both digital and traditional communications to support university marketing efforts.

This employee performs specialized design, development and maintenance of websites, applications and associated web technologies with a high degree of independence and initiative utilizing specialized tools (content management systems, advanced visual design software and enterprise applications).

This position will also lead and provide ongoing support of the university’s content management system and any additional enterprise systems that are associated with web initiatives.
Knowledge, Skills and Abilities

- Experience working with a PHP-based content management system (Joomla preferred).
- Experience with user experience and information design.
- Experience integrating social media APIs into a web presence.
- Experience creating HTML e-mails.
- Experience in website development using HTML, CSS, JavaScript and PHP, and a front-end framework such as Bootstrap or Foundation.
- Knowledge of Apache or other web servers and MySQL.
- Knowledge of UNIX/Linux script writing for maintenance and monitoring purposes.
- Understanding of SSL and data security principles, as well as backup and recovery processes.
- Knowledge of all aspects of web accessibility and use of appropriate web analytic tools.
- Ability to effectively communicate with a wide range of individuals and constituencies who possess diverse technical backgrounds and skill levels.
- Ability to manage complex projects, prioritize tasks and complete assignments in an accurate and timely manner.
- Knowledge of graphic arts design principles and concepts, processes and procedures.
- Experience with appropriate applications and software for use in web and graphics development (including Adobe Creative Suite, Apple iWorks applications).
- Ability to work effectively as a team member.

Qualifications

Bachelor’s degree in computer science, web design, graphic design, media arts or digital media, or equivalent experience.

Application

To be considered for this position, please submit the following:

1. Letter of application stating reasons for interest in the position, addressing the desired qualifications.
2. Current resume.
3. Samples of your website work.
5. Names, address and telephone numbers of three references.
Send application materials to:

   Patricia Lake  
   The University of Montana Western  
   Campus Box 115  
   710 S. Atlantic St  
   Dillon, MT. 59725  

Electronic copies may be sent to patricia.lake@umwestern.edu

Review of applications will begin on April 1, 2016 and continue until the position is filled.

The University & Dillon Area

The University of Montana Western, located in Dillon, Mont., is an innovative institution nestled in a scenic valley in the Rocky Mountains of southwestern Montana. The campus Full-Time Equivalent (FTE) for student enrollment is approximately 1,350. Montana Western has over 60 FTE faculty members, features small classes for all students and has been recognized for excellence by U.S. News and World Report. Montana Western’s small size and focus on education innovation have earned it the reputation of being a place where faculty and staff chose to collegially and creatively make a difference in the education of students. Montana Western is the first and only public four-year college in the nation to use block scheduling in which students take a single class at a time. This immersion learning program facilitates increased opportunities for experiential types of learning.

The mission of the University of Montana Western is to achieve academic excellence by sustaining a culture of concentrated experiential education. Montana Western services citizens of all ages with its academic, community service, and lifelong-learning programs. As part of the global community, Montana Western encourages diversity, international awareness, environmental responsibility, and mastery of technology as a gateway to the world.

Dillon, a community of 5,000 people, is known for outstanding public schools, safe environments, recreational opportunities and an excellent quality of life.

The University of Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, veterans and people with disabilities. Qualified candidates may request veterans, or disabilities preference in accordance with state law. Reasonable accommodations are provided in the hiring process for persons with disabilities. Finalists for this position will be subject to a criminal background investigation.