



Position: Web Developer | Part-Time

Department: Office of University Marketing & Creative Services

Position Summary:

This position will serve as a vital member of the university marketing & creative services team. The Web Developer leads the institution in creative digital ideating and is principally responsible for NGU's intranet called MyNGU. The role requires a sharp mind for prioritizing end-user preferences with a keen eye for design that ensures the alignment of web design and user experience requirements, optimization of web pages, and maintaining brand consistency. The position blends design and development skills in delivering/maintaining a best-in-class higher education intranet portal experience. The role requires loving to collaborate with other high performers to get things done.

Responsibilities:

- Collaborate with the Director of University Marketing & Creative Services and various internal clients to conduct intake, scoping, charting, and executing of intranet related projects.
- Identify and monitor key performance indicators and dashboards for ongoing Jenzabar JICS optimization and effectiveness, ensuring that methods are grounded in best practices (SEO, GA, GTM, UTM, WebTrends, etc.).
- Oversee an efficient test and correct approach when troubleshooting issues.
- Serve as the primary intranet governance liaison for the institution while facilitating a federated portal governance model.
- Generate visual design. Create responsive designs using skills of combining graphic elements, typography, and grid-based layouts. Mobile first approach yet responsive on all view ports.
- Preside over the user experience design. Knowledge of wireframes and style-guides. Advising on UX principles, and data gathered from implementing usability tests.
- Collaborate with creative marketing members such as writers and designers to produce content in support of completing projects on-time.
- Serve as part of a team and take direction well, as well as being a strong independent contributor to a team.
- Self-motivated to develop new skills and passionate about following the latest technology, web usability concepts, and design trends.
- Provide expertise and work in Web Applications and programming languages such as HTML5, CSS, JavaScript, JQuery, PHP and API's. Develop and collaborate with Information Technology Services in creating forms through Jenzabar's utility tools.



- Communication – Clearly articulating your choices and understanding of the project when presenting your work to colleagues. You take direction and criticism well, and are willing to work in a collaborative environment, yet take initiative when working on your own projects.

Qualifications:

- Bachelor's degree in graphic/web design, computer science or a related field.
- 2-3 years of experience in marketing operations with SEO and web developer subject matter expertise.
- Confident in slicing up complex design files to create responsive interface files.
- Strong understanding of UI, cross-browser compatibility, general web functions and standards.
- Understanding of what it is like to work at a university and can comfortably interface with students, staff, faculty, and administration.
- Understanding of how responsive website development effects the user-interface of a site and have worked with solutions to implement.
- Demonstrate a feel for good user experience and can extrapolate flat design files into user interfaces that make sense for end-users.
- Experience with modern UX/UI design tools such as Figma, Balsamiq, FluidUI or similar.
- Familiarity with CSS pre-processors (SASS/LESS) and understand the benefits of working with them.
- Understand the CSS box-model and how the various positioning properties are applied to build a complex layout.
- Familiar and hands-on experience with PHP/WordPress and have implemented sites using WordPress.
- Exemplary technical skills and proven mastery of JavaScript, JQuery, HTML, HTML5, CSS, CSS3, Web Programming Skills, E-Commerce, Cross-browser compatibility, Web User Interface Design (UI), Security Principles, Object-Oriented Design, Web Services (REST/SOAP), Multimedia Content Development, API's
- Willingness to acquire additional technical skillsets to meet the needs of new and expanding strategic initiatives. Exhibit a never-ending desire to learn how things work.
- Supports NGU's mission, core values, and commitment to a Christian lifestyle and character in keeping with biblical models.
- Active in a biblically faithful, evangelical church, preferably one affiliated with the Southern Baptist Convention.
- Awareness of and appreciation for the work of the Southern Baptist Convention and Baptist state conventions.



Physical Requirements:

- Visual Abilities: Read reports, create documents, and use a computer system.
- Hearing: Hear well enough to communicate with co-workers, vendors, and students.
- Dexterity, Grasping, Feeling, Write, type, and use the telephone, copier, and computer systems.
- Mobility: Open files and operate office machines; move between departments and attend meetings across campus.
- Talking: Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly.
- Cognitive/Emotional: Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions.

Working Relationships:

This position is a part-time salary position. The Web Developer is expected to collaborate with the institution's marketing, admission, alumni, and advancement engagement teams closely. The Web Developer reports to the Director of University Marketing & Creative Services. The nature of responsibilities makes it necessary to work in-person and on location with other team members.

Work Schedule:

The Office of Marketing is open Monday through Thursday, 8:30 a.m. – 5:00 p.m., and Friday 8:30 a.m. – 12:00 p.m. Summer hours may vary. Office hours are subject to change as deemed necessary. Occasional work on Saturdays, Sundays, and evenings will be required.

Travel:

Some travel will be required.

This job description in no way states or implies that these are the only duties to be performed by the employee. S/he will be required to follow any other instructions and to perform any other duties as requested by his or her supervisor.