To apply, submit an employment application (click here for application), resume, and letter of interest to:

5301 S Highway 16
Rapid City, SD 57701

WEB DEVELOPER
Position Description

Summary
The Web Developer works on a variety of projects in accordance with the mission, core values, and purposes of the university. The Web Developer is primarily involved in website presentation, maintenance, and development as well as creation of Flash-based internet advertisements, template creation, and reporting.

Minimum Qualifications
The Web Developer must satisfy the following minimum qualifications:
1. Associate’s degree in computer science or related field; and
2. Two years of experience required in development of web materials; and
3. Knowledge of software including: Dreamweaver, Flash, and Adobe Creative Suite; and
4. Extensive knowledge of HTML, CSS, jQuery, JavaScript, and PHP; and
5. Extensive knowledge of Drupal content management system; and
6. Experience with Google Analytics; and
7. Knowledge of search engine optimization practices is desirable.

Skills and Attributes
Must possess the following skills and attributes: ability to diagnose and remedy user experience issues; passion for web innovation and new technology; ability to visualize layouts and templates suitable for websites; excellent visual communication skills; strong time management, organizational, and research skills; written communication skills.

Essential Functions
The Web Developer performs the following essential functions:
1. Presents, maintains, and develops websites for various products and services.
2. Ensures all elements, templates, and finished solutions work within a variety of browser types and screen settings.
3. Participates in efforts to improve quality and user experience of websites.
4. Ensures all internet standards are met and documented.
5. Assists with interactive content development.
6. Works with staff to define and implement new web capabilities.
7. Works with marketing staff on style and approach for all projects.
8. Works with applications management, development team, database administrators, and systems administrator to identify technical development requirements.
9. Estimates, plans, and executes small to mid-size projects.
10. Models professional behavior and standards of practice.
11. Performs other duties as assigned.

**Required Work Hours**
Works a minimum of forty hours per week, plus other hours as may be necessary to complete job duties. A combination of day, evening, and weekend hours are required.
Reporting and Supervisory Responsibilities
1. The Web Developer reports to the Vice President of Marketing.
2. This position has no supervisory responsibilities.

Physical Requirements
Must be able to speak, hear, see, write, type, dial, reach, and bend.

Travel
Periodic travel, including airline travel and overnight stays, may be required.

Classification
1. FLSA: Exempt
2. IPEDS: Community Service, Legal, Arts and Media

Note: This position description does not list every activity, duty, and responsibility of the position and may be altered by the university at any time.

I have read and understand the foregoing position description, and I acknowledge and accept the responsibilities of Web Developer.

Signature ___________________________ Date ___________________________

Print Name ___________________________