



Web and IT Instructional Designer

Full-Time, Contract

Eastern Gateway Community College is welcoming applications for the Web and IT Instructional Designer position. The following description indicates different levels and types of duties that will be required for this position. It should neither be construed as being all-inclusive nor to limit the position's responsibility.

The Web and IT Instructional Designer is responsible for all matters and functions pertaining to the college's website(s), Intranet, associated web-based marketing analysis tools, and instructional materials for all technology offerings. This position reports to the Chief Information Officer. This position will be based at either our Steubenville campus, or our Youngstown campus.

Essential Duties & Responsibilities:

- Continued maintenance and operation of the college's website(s), Intranet, and associated online services.
- Creation of instructional material(s) for all technology offers for students, staff, and faculty.
- Provides online analytics for all web-based services.
- Administers and enforces college wide adherence to college and regulatory agencies policies regarding all functions that are directly under their control.
- Develops policies and procedures regarding all functions that are directly under their control.
- Continued maintenance of the college's annual digital catalog.
- Creates and maintains content for the college's digital signage.
- Keeps current regarding technology issues and utilizes this knowledge in performance of duties.
- Travels and represents the college as requested by the Chief Information Officer.

Knowledge of the following software and services is preferred:

WordPress

SharePoint 2016 and SharePoint Office365

Development of user-friendly UIs

HTML, HTML5, PHP, Java Scripting, and CSS
Adobe Creative Cloud Suite
Google Analytics

Education & Experience:

- Bachelor's Degree preferred, Associates Degree required from a regionally accredited institution of higher education in Design and/or Web Development or related field.
- Two (2) years of related experience working as a professional in the design field managing a multi-platform web environment.

Skills & Abilities:

- Ability to establish and maintain effective working relationships.
- Ability to organize, plan and work on different projects simultaneously.
- Ability to communicate well, both verbal and written.
- Must possess integrity, enthusiasm, determination, and dependability.

Resumes and the names, addresses and telephone numbers of at least three professional references should be sent to:

Joshua Martin

jmartin@egcc.edu

*Internal applicants should include an Employee ID number in their letter of intent.
Applications will be accepted until this position is filled.

Eastern Gateway Community College does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, age, disability, veteran status, military status, gender identity or expression, genetic information, or sexual orientation. The College will promote equal opportunities to all employees, applicants for employment, students, and student applicants for admission to the College through a positive and continuing affirmative action program. Eastern Gateway Community College will fully comply with all federal, state, and local laws and regulations to guarantee equal opportunities. All contractors of this College will comply with existing federal and state regulations concerning equal employment opportunities and affirmative action. Eastern Gateway Community College is an equal opportunity institution.