POSITION TITLE: Web Editor

JOB CLASS: Staff

SUPERVISOR: Director of Web Services

CLASSIFICATION: Full Time

LOCATION: DeLand

SUPERVISORY: No

DEPARTMENT: Marketing & Communication

POSITION OVERVIEW:
The Web Editor is responsible for overseeing the university’s website structure, content, performance and overall user experience as well as any qualitative and quantitative analysis with peer institutions.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:
The qualifications and skill requirements for this position include:

- An ability to create, design and layout user-centric web content and implement it from concept to production.
- Must be able to write web copy and proofread web copy created by others.
- Must be able to construct standards-compliant websites using the most current versions of HTML, CSS and JavaScript.
- An eye for detail, strong grasp of web standards, usability standards, technology trends, SEO principles, device and portability and browser compatibility.
- Proficiency with Adobe Photoshop or equivalent software.
- Can manage and edit content within a branded web presence, voice and style guideline.
- Ability to coordinate and collaborate projects with multiple constituencies.
- Must work well within a multidisciplinary team, capable of processing multiple projects simultaneously, rapidly – sometimes on a moment’s notice.
- Assist the institution and its various departments as a subject matter expert, content strategist, trainer, tech support and communicator for all things related to web content.
- Be able to give valuable insight and perspective in the form of project scope documentation and timing for tasks.
- Must be able to work outside the normal working schedule when needed.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:
The essential job functions and responsibilities (please note that any physical requirements should be listed as a part of relevant essential functions, i.e. lifting requirements, equipment operations, etc.):

- Ability to create, design and layout user-centric web content and implement it from concept to production.
- Ability to coordinate and collaborate projects with multiple constituencies.
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- Assist the institution and its various departments as a subject matter expert, content strategist, trainer, tech support and communicator for all things related to web content.
- Performs other site and position specific functions as assigned.

ROUTINE DUTIES AND RESPONSIBILITIES:

Detail the routine daily tasks and responsibilities:
(Add bullet points as needed)

- User experience based content design
- Web content writing and editing
- Job specific software management
- Misc. web projects as deeded

EDUCATION AND EXPERIENCE

- B.S. degree in Computer Science, English, Journalism or equivalent education/experience.
- Minimum of 3-5 years of experience working with web content on highly trafficked websites.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

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