

JOB DESCRIPTION

JOB TITLE: Instructional Web Master

DEPARTMENT: Academic Computing

1. BASIC FUNCTION:

Manages, maintains, develops and publishes instructional Web content. Assists the ACC System Administrator and the Moodle System Administrator, ensures that courses are created and mapped information is transmitted to the appropriate departments. Manages and maintains servers and writes PHP coding on Moodle Application for update and improvement. Trains and assists faculty members in designing their Moodle courses. Works closely with all AUB faculties to develop a dynamic instructional web presence by combining technological innovation and high quality education and research material.

2. DUITES PERFORMED:

.Coordinating and implementing all development of content, edits, updates, course information, content changes, new pages, graphics etc., including the following:

- a) Overall quarterly updates of the site(s).
- b) Daily maintenance, backup and archive of the site(s).
- c) Manages and documents published material copyright, property right, etc.
- d) Creates and implements graphics.
- e) Maintains effective website maps, indexes and keyword classifications.
 - 1) Maintains and optimizes web proxy and cache servers.
- g) Manages and maintains website security and secure access.
- h) Programs on the client side code (HTML, JavaScript or java applets).
- i) Programs on the server side code that interacts with the AUB database or APIs.
- j) Coordinates testing and integration with peer System Administrator Team.
- k) Coordinates production rollout with peer System Administrator Team.

.Acting as a consultant, trainer, motivator and expert resource in ensuring that the community have the tools, knowledge and motivation to publish on AUB instructional website:

- a) Ensures that all elements of the website work together consistently.
- b) Trains faculty and departmental publishers in proper design, text conversion and basic publishing techniques and software.
- c) Develops standards for graphic, layout and user interface.
- d) Analyzes website traffic logs and make recommendations to improve the sites usefulness.

3. WORK CONTACTS:

Regular contacts with AUB faculty and students. Regular contacts with students to supervise and follow up on student work. Regular contacts with photographers, graphic designers, system administrators, multimedia and digitizing experts.

4. INDEPENDENCE OF OPERATION:

Reports to the director of the Academic Computing Program. Works according to established on-line publishing procedures and policies.

5. SUPERVISORY RESPONSIBILITY:

Supervise two to four students.

6. PHYSICAL EFFORTS:

Slight physical efforts involving walking, standing, handling and carrying light weight units; approximately 10% of working time.

7. WORKING CONDITIONS

Clean and pleasant

8. MINIMUM REQUIREMENTS:

- a. Bachelor's degree in a relevant course of study or Bachelor degree and at least 2 years of experience developing and maintaining online teaching Websites.
- b. Knowledge of Windows and Linux operating systems, database management system, PHP, HTML, graphics design, Internet tools, publishing techniques and resources. Most importantly, given the speed of change in the Web world, the candidate must be a quick learner and very comfortable seeking out and mastering new technologies
- c. Project management skills. Comfortable managing a wide variety of projects across departmental boundaries and able to bring them to completion in a timely manner.
- d. Good communication and teamwork skills. Experience working with a variety of users in a team environment. Able to write effectively for an online medium and to communicate well with senior and mid-level management and faculty members.
- e. Excellent knowledge of English.

