

Job Title: Webmaster

Erikson Institute, a graduate school in child development located in downtown Chicago, is seeking to hire a webmaster.

ROLES & RESPONSIBILITIES:

Develop www.erikson.edu and auxiliary sites

- Identify optimal open-source Web tools and database development tools
- Identify optimal hosting solution (cloud v dedicated server)
- Collaborate with consultant to build primary Web site, including database
- Supervise data and content migration and launch

Maintain, refine sites

- Continually modify structure of Web sites as needed to allow for improved and expanded content
- Optimize Web site for search engine placement
- Build templates for project Web sites
- Perform minor design work
- Collaborate with designers and writers to integrate functionality with content
- Conduct and respond to usability studies
- Identify and implement applications to expand functionality
- Troubleshoot, i.e. check sites regularly for bugs or other problems such as images that do not load properly
- Develop and support social media functionalities
- Maintain firewall, ensure file and data access and security
- Monitor and respond to site traffic stats (how often pages, features, links are used)
- Check links regularly to make sure they are still working and the information they provide is still current
- Update information contained on sites or in databases linked to sites
- Optimize and update graphic, photo, audio, and video files
- Enrich and expand links to and from Web sites

Manage/Consult

- Manage relationship with hosting company
- Manage copyright/licensure processes (SSLs, etc.)
- Manage relationships/site development process with projects
- Collaborate/consult with IT team to ensure integration of Web with other IT systems
- Collaborate with DL team/videographer
- Collaborate with all interested parties to develop short- and long-term solutions to current and emerging tech-related needs (e.g., database integration across systems, video and audio archiving solutions, etc.)
- Assist in researching and implementing Web-based advertising campaigns
- Keep abreast of and advise on compliance/regulatory issues
- Keep abreast of and advise on new developments and ideas in Web-based communication
- Keep abreast of and advise on new technology

Train

- Provide training and support in CMS to end users/content creators for site

Document

- Write policies & procedures (privacy, copyright, terms of use, etc.)
- Develop site documentation, as needed

QUALIFICATIONS:

The webmaster should have good knowledge of and demonstrated experience in Web design, project management, Web analytics (including Google Analytics), legal and security issues associated with Web communication and data gathering, Web site promotion and marketing, principles of usability, search engine optimization, accessibility, and database design. In addition, he/she should have knowledge of information technology (hosting solutions, developments in mobile computing, etc.) to guide Erikson's overall communications development strategies and should be highly proficient in all those technologies on which Erikson's web presence depends.

These may include, but are not limited to, the following:

CS4 or CS5 (Dreamweaver, Flash, Fireworks MX, Photoshop, Illustrator)

Web videography

Joomla!, Drupal, and/or WordPress

A variety of CMS solutions

DNS

CSS

Java and JavaScript

C++

ASP

HTML, XHTML, HTTP, and XML

PHP and PHP shopping cart

SQL (Access, Server, MySQL)

Windows, OS X, Linux, & Unix operating systems

ABOUT ERIKSON

Founded in 1966, Erikson Institute is one of the nation's leading graduate schools in child development and early childhood education. It is a private, independent, NCA-accredited graduate school offering master's degrees, a Ph.D., graduate certificates, and professional development courses in child development and early childhood education. Erikson provides a variety of employee benefits, including excellent health and dental plans, life/disability insurance, transit stipend, matching retirement contributions, and more. To learn more, visit our Web site at www.erikson.edu.

Erikson Institute is an equal opportunity employer. We consider all applicants for employment without regard to race, color, religion, sex, national origin, ancestry, age, disability, marital status, sexual orientation including gender identity, or any other characteristic protected by law. In addition, Erikson Institute provides reasonable accommodations to qualified individuals with disabilities in accordance with the Americans With Disabilities Act and applicable state and local laws (including during the application or hiring process).

TO APPLY:

Please email, fax or mail a cover letter and resume to:

Chief Marketing & Communications Officer

Erikson Institute

451 North LaSalle Street

Chicago, IL 60654

fax: 312.755.0928

email: pnedeau@erikson.edu

Absolutely NO phone inquiries accepted.