

Job Title: SUMMIT UNIVERSITY WEB COORDINATOR
Job Status: Hourly
Hours of Work: 20 hours per week
Reports To: Summit University Manager
Salary: Dependent upon experience

Benefits: Discount or waiver on KOF dues; POW price discount; audio broadcast and bookstore discount.

Legal Holidays Observed: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after, Christmas Day.

SUMMARY: The SU Web Coordinator supports Summit University's digital infrastructure for its online school and virtual seminars. The Web Coordinator also provides technical support and training to the SU Team, faculty and students. However, this is more than a technical support job. The SU Web Coordinator plays a creative and vital role within the team to keep SU current with online learning best practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Maintains the digital infrastructure for SU's online school, including coordinating maintenance, template changes and updates across all platforms.
- Manages the SU website and social media accounts.
- Performs and maintains regular backups of SU online assets.
- Manages digital files and backups for online courses and virtual seminars.
- Implements technology best practices for Summit University.
- Provides student and instructor tech support for online courses.
- Assists with training of SU course designers, tech support personnel and SU Team in using SU's various online web technologies, including Moodle (online learning platform) and Orbund (student database).
- Serves as liaison between SU and its various software hosting companies.
- Researches and implements new technology solutions as needed.
- Assists with marketing and promotion of SU events and courses, especially in the online environment.
- Assists with seminar and course logistics as needed.
- Documents the various processes and procedures of the SU Web Coordinator job as needed.
- Other duties may be assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

EDUCATION and/or EXPERIENCE:

Bachelor's degree or master's degree in web technology or a related field, or a minimum of four years' work experience in the web technology field. Proven experience with content delivery systems such as product websites and social media platforms is essential. Knowledge of online learning delivery platforms and techniques is preferred.

Knowledge, Skills, and Competencies

Internet skills, including web technology and research skills; ability to understand complex software setups

Computer skills (MS Word, Excel and PowerPoint; knowledge of presentation software and hardware)

Research and troubleshooting skills; strong problem-solver

Familiarity with Moodle and experience with databases are a plus

Good writing skills

Strong communicator

Teaching/presentation/training skills

Good command of the English language; bilingual (English-Spanish) is a plus

People skills; ability to work as part of a team

Project management skills

Basic digital audio/video editing experience a plus.