

The University of Akron
Classification Specification

Job Title:	Web Editor (Departmental)	Job Code:	41141
Job Function:	Staff	Grade:	115
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	1000 Administrative Support Division	Date:	1/1/04;5/5/02;7/1/99

Job Summary:

Performs various functions to effectively support the Department's web page including writing and editing HTML and scripts.

Essential Functions:

20% Oversees and maintains the efficiency of web page links by performing viewing, testing, monitoring, and reporting functions.

20% Utilizes spiders and other reporting software for the purpose of preparing reports for administrative units and academic departments.

20% Monitors and prepares reports pertaining to the utilization of the web, web activities, and related trends.

20% Designs and writes template pages to be used with Dynamic HTML programming.

20% Provides assistance with the creation of complex web pages while incorporating video, audio, and forms into web pages as needed.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 1 year experience authoring web pages and using web publishing tools. Ability to use web servers on both NT and Unix systems required. Strong organizational and writing skills required. Use of independent judgment to create layouts based on general ideas required.

Leadership:

No authority or responsibility for the supervision of others.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.