

## Baylor University Job Description

Positions within Baylor University exist to support the mission, which is to educate men and women for worldwide leadership and service by integrating academic excellence and Christian commitment within a caring community.

**Title:** Web Designer/Analyst  
**Department:** HSB-Casey Computer Center(368BSD)

**Position Class:** 31T35  
**EEO Job Category:** 30  
**Position Number:** BSD206  
**FLSA Status:** Does not qualify for overtime.

**Reports to:** Director, Casey Computer Center

**Supports the mission of the university by:** This position specifically supports the mission by providing web development and associated support and training for HSB faculty and staff.

Essential Functions		
*	Responsible for development, operation and maintenance of HSB web site.	0.00 %
*	Develops applications and corresponding databases, if necessary, to support the mission of the School of Business.	0.00 %
*	Participate in development and accomplishment of objectives and actions within the University Strategic Planning Process, as appropriate.	0.00 %
*	Coordinate with ITS web personnel in creation or updating of HSB web pages, as appropriate.	0.00 %
Secondary Functions		Pct Of Time
*	Manages larger web projects and assigns smaller projects to individuals or teams of student workers and/or interns.	0.00 %

**Level of Independence:**

**Job Requirements:**

<b>Education</b>	<b>Minimum Required</b>	Bachelor's Degree
	<b>Preferred</b>	
	<b>Field of Study</b>	
<b>Experience</b>	<b>Minimum Required</b>	< 1 year of relevant work
	<b>Preferred</b>	
<b>Licenses, Certificates, Registrations</b>	<b>Minimum Required</b>	
	<b>Preferred</b>	
<b>Special Knowledge, Skills or Other Abilities</b>	<b>Minimum Required</b>	* Knowledge of Active Server Pages using VB Script * SQL Server and entity relationship data modeling for web sites. * Windows 2000 administration and IIS implementation and management preferred. * Ability to work independently. * Good oral and written communication skills. * Ability to supervise student workers.

**Preferred**

**Supervisory Responsibilities**

**Positions Supervised**

This position does not have supervisory responsibilities.

**Working Conditions and Physical Demands**

**Requirement/Condition**

**Frequency**

**Software/Computer Skills**

**Software                      Required Skill Level**

Windows 2000/XP	Advanced
Microsoft Excel	Novice
Microsoft Word	Novice
Microsoft Outlook	Intermediate
Web Browser (Internet)	Intermediate
Web Authoring	Advanced
Microsoft Outlook	Novice

**Last modified:** 3/12/2007