**Wed and Information Designer Job Description**

**Classification Title:** Web and Information Designer

**FLSA Exemption Status:** Exempt

**Pay Grade:** 12

**Minimum Pay:** $68,000.00

**Job Description Summary:**

The Web And Information Designer, under direction, designs and produces a variety of graphical imagery, animations and other multimedia-rich applications. Manages architectures of websites, including content management system (CMS) and advising of staff.

**Essential Duties and Tasks:**

**40% Digital Architecture and Administration**

* Coordinates the maintenance, efficiency, and functionality of website architecture (internet and intranet). Designs and produces a variety of graphical imagery, video, and other multimedia-rich content.
* Collaborates with web developers to develop user interface requirements, and defines, prototypes, and documents highly usable interfaces to meet those requirements.
* Administers domains owned by Texas A&M University.
* Maintains those forms and helps to collect necessary information to be relayed to various digital integrations. Maintains the website calendar functionality.
* Maintains sites ensure repair and enforcement of broken links, misspellings, accessibility, issues, and content policies.
* Provides “real time” resolution of “bugs” and user problems based on user requests / reports and communicates the resolution to impacted parties.
* Implements a web content strategy to meet business goals by maximizing the impact of web content.
* Multi-tasks, prioritizes and meets deadlines in a fast-paced work environment.

**20% Maintenance**

* Maintains and improves existing web systems and hardware.
* Creates automated tasks and systems for data transfer in web-based applications, web-site expansion or other uses.

**20% Training and Development**

* Establishes procedures for authoring web content and provides training to new web content authors regarding web publishing policies and the use of the Content Management System (CMS).

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications**

**Required Education and Experience:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.

**Required Education and Experience:**

* Three years of related multimedia experience.

**Required Licenses and Certifications:**

* None.

**Required Knowledge, Skills, and Abilities:**

* Excellent interpersonal communication skills and the ability to write clear, concise documentation, reports, and specifications.
* Ability to multitask and work cooperatively with others.
* Ability to coordinate multiple, simultaneous priorities.
* Ability to execute projects to meet established deadlines.
* Excellent coordination and organizational skills with an ability to address multiple assignments in a demanding environment.
* Demonstrated ability to work effectively as part of a team, be self-motivated, task-oriented, and exercise initiative.
* Proficiency in WordPress administration, website analytics setup, HTML development, CSS, and PHP.
* Strong written and verbal communication skills.
* Ability to use word processing and spreadsheet programs.
* Knowledge of federal, state, and university requirements on web security and accessibility, and the ability to direct compliance in these areas.
* Expertise with best practices in information architecture, user-centric design methodology, and usability principles to create an effective user experience. Working knowledge of web usability guidelines.

**Additional Information**

**Machines and Equipment:**

* Computer
* Telephone
* Calculator

**Physical Requirements:**

* None.

**Other Requirements and Factors:**

* Work outside of standard work hours, including evenings and weekends.
* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others incompliance with System and University safety requirements.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[x]  **Yes**

[ ]  **No**