FISK UNIVERSITY

Job Description Form

Position Title: Web and System Analyst

Department: Office of the Provost- SAFRA Project

Reports To: Principle Investigator for the Title III SAFRA Project

FLSA Designation: Exempt

Bargaining Unit Position: N/A

Date Written/Revised: January 2013

POSITION SUMMARY

Under general supervision, provides administrative and technical management of all facets of the principal university web site. Develops and implements overall policies and procedures for web site structure, format, and usage, and promotes participation in and use of web activities. Manage all servers and associated operating systems and applications. Install software upgrades, updates, and provide end user support.

ESSENTIAL FUNCTIONS

List job responsibilities/functions here:

1. Coordinates, integrates, and manages information contributed to the web site, establishes template formats and logical structures for web pages, and assist contributors with editorial and publishing-related issues.
2. Identifies training needs, and prepares and delivers technical training to contributors and others on the use of authoring language, conversion tools, and other web site methods and techniques.
3. Performs ongoing evaluation of web site software and hardware to ensure the continued and future effectiveness and efficiency of the web site.
4. Establishes and maintains web site directory structures, configuration files, and content files; oversees the testing and troubleshooting of web site systems and applications software and hardware.
5. Implement operating systems and applications upgrades, patches and service releases as required.
6. Implement 3rd party applications as required.
7. Provide Level 2 technical support to customers.
8. Diagnose server operation problems and work with hardware support vendor to coordinate server repair.

SECONDARY FUNCTIONS

In addition to performance of the essential functions, this position will require other duties and responsibilities as assigned by the supervisor.

ORGANIZATIONAL RESPONSIBILITY

No direct reports.

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES

- Windows Server 2000, 2003, & 2008 as well as client platforms of XP, Vista, and Windows 7
- Experience with hardware server platforms such as Dell
- Advanced knowledge and understanding of Internet web server and supporting technologies such as Microsoft Internet Information Services, Microsoft SQL, Sitefinity, Apache, MySQL, SQL, Access etc..
- Knowledge of established programming procedures and programming languages such as ASP, PHP, HTML, Javascript, CSS, vbscript, etc,.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Knowledge of the principles, procedures, and standards of integrated web site structuring and design.
- Knowledge of current alternatives in available web site software and hardware.
- Thin client and virtual desktop knowledge a plus
- Corporate or University environment experience a plus
- Team oriented with excellent communication skills
- Active participant in continuous improvement

QUALIFICATIONS

Education: Bachelor's degree in computer science or other related field

Experience: Two to four years relevant experience directly related to the duties and responsibilities specified.

Licenses or Certificates: None required.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; talk and hear. The employee may regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

Normal office conditions. The noise level in the work environment is usually moderate.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.