WPU Vacancy Announcement/Job Description

**Date:** February 27, 2020

1. **Position Title:** Web Developer
2. **Department:** Information Services
3. **Position Requirements and Preferences:**
4. Education Associate degree required, Bachelor’s degree preferred.
5. Experience 2+ years of experience in application or web development / integration.

1. Abilities • Excellent communication and interpersonal skills, including the ability to build positive working relationships with staff and customers of diverse professional backgrounds and personalities.
   * + Good analytical problem-solving and attention to detail.
     + Ability to prioritize concurrent work assignments, anticipate problems, follow up on open assignments, and address delays to best meet customer needs and deadlines.
     + Flexibility to adjust work schedules to accommodate instructional needs, downtime, system emergencies, and other issues that mandate a change of priorities.
     + The desire and ability to keep abreast of changing technologies, to learn and utilize new technologies quickly, and advocate their proper use.
     + In-depth experience with one or more application development environments such as Visual Basic and web development Content Management Systems (CMS) such as WordPress.
     + Familiarity with a variety of classroom and instructional hardware and software.
     + Familiarity with delivery of information services in a higher education environment.
     + Independent decision making, ability to exercise good judgment, accuracy, flexibility and well-developed critical thinking skills.
     + Ability to work in an environment of shifting priorities, frequent, interruptions, hectic pace, high level of interaction with students, staff and/or the public.
     + Working knowledge of computer software programs which may include Word, Excel, SIS/CRM software, or similar programs.
     + Excellent written communication skills including proficiency in business English, grammar, punctuation, and spelling.
     + Ability to handle highly confidential matters and materials with discretion.
     + Basic SQL, HTML, ASP.NET, C# and/or Python skills required.
     + Ability to work independently as well as be a collaborative team player in completing assigned tasks and meeting deadlines.
     + Ability to work with both technical people and non-technical system users.
     + Excellent customer service skills including phone and in-person reception etiquette.
     + Ability to periodically lift up to 50 pounds and work in space constricted environments when necessary.
2. **Responsibilities:**
   1. Works with user departments to analyze specific needs, integrate appropriate software / web solutions, resolve problems, and configure applications to meet system and user needs.
   2. Analyze business information processing needs and recommend solutions.
   3. Participate in projects to build or integrate IT solutions that support the needs of stakeholders.
   4. Develop scripts and programming where needed to support system integration.
   5. Performs appropriate testing, including with users, to ensure problem-free system implementation.
   6. Work effectively with on-staff Analysts, IS Specialists, and Vendor provided services supporting application development and integration services.
   7. Utilize, and enforce standard procedures and documentation to ensure the smooth long-term operations of systems in use by the University.
   8. Train user department personnel to effectively use the university’s systems.
   9. Provide an education with a Leadership and Technology focus, and enliven that provision through adherence to the Quaker principles of simplicity, peace-making, integrity, community, and equality.
   10. Represents the College in a positive manner with prospective, current, and former students, employees, and the community.
   11. Demonstrates enthusiasm, self-motivation, and a positive attitude in meeting and dealing effectively and courteously with students, other personnel, and all members of the community.
   12. Interprets departmental and/or college policies and procedures.
   13. Works harmoniously with others.
   14. Performs in a manner which benefits student learning.
   15. This position may require travel.
   16. This position may require occasional weekend and evening hours.

Other duties as assigned.

1. **Reports to:**  Director of Information Services
2. **Start Date:** Immediately
3. **Replacement or New Position:** Replacement
4. **Full-Time/Part-time/Temp:** Full Time
5. **Closing Date of Posting:**  Until Filled
6. **Application Sent to:** Send letter of application and resume:

Human Resources

William Penn University

201 Trueblood Avenue

Oskaloosa, Iowa 52577

Email: [gambella@wmpenn.edu](mailto:gambella@wmpenn.edu)

1. **Terms of Employment:** At will employee

**William Penn University is an equal opportunity provider and employer.**