Web Specialist

**Department:** Technology Services (TS)

**Location:** Swenson Hall (lower level), 645 Elm Dr., Madison WI 53706

**Compensation:**
- Level 1: $12.35 per hour
- Level 2: $13.10 per hour

**Hours:**
- Between 12-15 hours per week during the academic year and 40 hours per week during the summer.
- The work schedule is flexible, but mostly between 7:30 am and 4:30 pm Monday – Friday

**Qualifications:**
- Satisfactory result of a confidential criminal background check is required

**Position Summary:**
This position is a great opportunity to develop and gain practical web development experience. More importantly, you will learn about web development and be mentored by a full time web developer.

**Supervisor:** Co Supervised by the Technology Services Coordinators and Web Developer.

**Duties & Responsibilities:**
Division of University Housing is committed to demonstrating our Core Values: Care in how we approach people and our work; Creativity in solving problems; Integrity in our interactions with staff and customers; Optimism, focusing on opportunities and positive outcomes; Respect for the differences, strengths, and potential in people; Stewardship of human, financial and natural resources; and Excellence in customer satisfaction and communication.

- Assist Technology Services (TS) staff in web development work of division and departmental web sites and web applications
- Create, test and publish web pages
- Create, code and test web applications
- Participate in division meetings when necessary.
- Research and recommend emerging web design tools/packages, web technologies, web services and associated standards and architecture
- Collaborate with TS staff and other divisional web developer staff (e.g., Marketing).
- Perform routine maintenance and configuration of web pages and applications
- During the summer, work closely with Summer Conference Services staff to support all summer conference guests. This is done by:
  - Creating and following-up on summer guests support cases
  - Conducting in person on-site visits as needed for troubleshooting and resolution

**Knowledge/Skills:**
- Knowledge of relational databases
- Knowledge of MVC framework
- Attention to detail
- Ability to work independently

**Application Instructions:**
Submit the online application [www.housing.wisc.edu/jobs](http://www.housing.wisc.edu/jobs) (2016-17), including work history, relevant course history, a letter of interest and resume and references, **by February 27th to ensure priority consideration.**

- Applications will be reviewed and those who appear to be most qualified will be invited to an interview.
- Application materials will be accepted until the needs of the Division are met.
- Preference will be given to current University Housing TS employees.

University Housing values diversity and is an Equal Opportunity/Affirmative Action Employer.