Calumet College of St. Joseph
Announcement of Position Availability

Position: **Web Developer – Full time/Exempt**

About Us: Calumet College of St. Joseph is a Catholic, private liberal arts college sponsored by the Missionaries of the Precious Blood located on the border of Whiting and Hammond, Indiana, 28 miles from the Chicago Loop. Founded in 1951, Calumet College of St. Joseph has an enrollment of approximately 800 domestic and international students, a high percentage of whom are first-generation college students. CCSJ provides an exceptional level of student support while fostering and supporting excellence in Catholic higher education in a family-oriented, coeducational, four-year college. Candidates are expected to support the mission of the college. For more information about the university and the department, visit us at https://www.ccsj.edu.

POSITION SUMMARY:
The Web Developer is responsible for the management of all multi-media associated with the college. This position works in coordination with the Director of Enrollment Management and Director of Marketing on various campaigns and projects which may include: print, outdoor, radio, television and web-based. Qualified candidates will have a Bachelor's degree in related field (communications, graphic design, or marketing).

Knowledge, Skills & Abilities:
* In-depth knowledge of web application
* Experience with marketing and design
* Strong organizational, analytical, and communication (verbal and written) skills
* Working knowledge of Photoshop, Dreamweaver, Indesign, Flash, Illustrator, MS Office, Soundbooth, Premiere, Aftereffects, Adobe Acrobat Pro, Wordpress, HTML, Extensive CSS, Javascript and Google Analytics, MySQL, PHP, JQuery, AJAX, ASP, Bootstrap, Database Management
* High level of interpersonal skills including ability to work with diverse groups
* Ability to understand and clearly communicate policy and procedure
* Ability to read, write and interpret reports, policies and correspondence.
* Ability to speak effectively before groups or employees

Primary Responsibilities/Duties:
Web Developer duties:
* Manage web design to maintain brand consistency on all publication web sites and marketing campaigns
* Develop new and updated webpages for dynamic content
* Create, update and maintain web pages with input from college constituencies
* Monitor and develop web analytics for continuous improvement of the content and design of the website
* Recommend and implement enhancements and modifications to the website
* Develop and maintain databases for the website and general information
* Continuously improve SEO of the CCSJ website
* Assist in the management and development of CCSJ social media sites.
* Develop satellite Wordpress websites that maintain brand consistency for faculty and student organizations
* Design HTML email campaigns to promote College events
* Optimize website for speed and scalability

Marketing duties:
* Assisting in the research, formulation and management of an integrated marketing program and specific marketing approaches for distinct targeted market segments, including message development, execution, and measurement of results
* Efficiently lead and administer creative design projects in support of ongoing marketing and recruitment efforts from design to print
* Write copy for marketing materials, advertisements and publications
* Assist in the development of a media plan
* Assist in the production of outdoor and multimedia advertisements
* Assist in the production from design to final print production of publications for various college constituencies
* Work with outside print vendors to produce materials at best possible quality and cost

TO APPLY: Send a current resume to: **Andy Marks, Director of Enrollment Management at** **amarks@ccsj.edu**

Calumet College of St. Joseph is an Equal Opportunity Employer.