I. **Title:** Multimedia and Web Developer

II. **Description/Scope:** The Multimedia and Web Developer works with the Promotions Team to develop, coordinate, and maintain the University Union Website, along with a variety of other related sites and multimedia projects. The emphasis of this position will be to develop Websites using multimedia tools as an educational, promotional, and informational tool for the programs, services, facilities, and role of the University Union and all affiliated units. The Website and Multimedia Coordinator will pursue a working knowledge of video and other forms of media.

III. **Supervisor:** Assistant Director of Internal Support

IV. **Pay Level:** 4
   *Compensation according to the University Union Wage Rate Guidelines (updated fall 2013)*

V. **Time Commitment:** This position will require 20 hours/week during the school year preferably between the hours of 8am and 5pm.

VI. **Responsibilities:**
- Design, program, and create the University Union website parallel with the goals and mission of the University Union and UW-Green Bay campus, and the established image of the organization.
- Supervise the Social Media Assistant and coordinate efforts.
- Work with various clients to maintain their websites and/or blogs, including, but not limited to, Shorewood Golf Course, UWGB Dining and Good Times Programming.
- Develop the implementation and future growth phases of the websites keeping with the technological capabilities and changes of the UW-Green Bay Information Services division.
- Develop and coordinate the updating and maintenance of the website including the establishment of a schedule and procedure for such maintenance to ensure site is kept as current as possible. Also includes maintenance and documentation of preparation files, procedures, and historical information contributing to the website development.
- Work with the University Union Graphic Artists to develop and integrate graphic elements for the website. As well as developing any graphic items needed to make a site more appealing.
- Develop different multimedia applications within various websites.
- Serve as the liaison between the University Union and the Information Services staff in the establishment and support of website technology.
- Serve as a trainer and resource for other University Union staff and students that will contribute to the life and continuation of the website.
- Work with the Promotions team in assisting with the marketing and evaluation of the website to ensure the effective use and development, as well as efficient use of resources.
- Maintain the look and feel of the University Union social media pages, icons, etc.
- Attend and contribute to University Union Promotions team meetings.
- Completion of all other duties assigned by the Assistant Director of Internal Support.
VII. Qualifications:
The Website and Multimedia Coordinator must have working knowledge of JAVA scripts, ASP.NET environment, computer hardware, software applications (Dreamweaver), and experience in structuring and documenting computer programs including authoring HTML documents, and/or working with website development software. Demonstrated experience in navigating the WWW and knowledge of effective web sites for retail/commercial organizations is helpful. Some graphic design (Photoshop), CSS, and Flash knowledge would be helpful. A working knowledge of video taping and editing would also be helpful. The applicant must have adequate knowledge of University Union programs, services, and facilities. Effective organizational, communication, and creative skills are required. Applicant must be able to work successfully both in a team setting and independently, and able to meet deadlines.

**All University Union employees are required to take at least 6 undergraduate or 5 graduate credits per semester with a minimum cumulative GPA of 2.0.**

Updated 6/13