Web Content Coordinator (full-time, 35 hours/week)
Columbus School of Law
Position 101584

Position Summary: Reporting to the Director of Marketing and Communications, the Web Content Coordinator is responsible for maintaining content on CUA Law Webpages, ensuring that information is up-to-date and reflects a positive image of the Law School. The position works within the technical framework of the Topaz content management system, with adherence to University Web standards and branding messages.

Essential Responsibilities Include: Monitor content and ensure information displayed on CUA Law Webpages is accurate and up to date. Work in regular consultation with the Dean and other administrators to ensure that CUA Law’s marketing messages are consistently and positively articulated on Law webpages. Design Law webpage elements with approval of the Manager of Marketing and Communications. In consultation with the Office of Development and Alumni relations, update and maintain (online alumni community) information. Seek review and approval of requests for new Law Webpages by the Web Committee, which includes the Dean, Executive Director, Director of Marketing and Communications, (and University Web Content Editor as needed). Maintain agenda and notes for Web Committee meetings. Support and monitor student organizations in maintaining Webpage content and updating information. Maintain collaborative working relationship with the University’s Offices of Public Affairs and Technology Services. Support the work of the Alumni and Development Offices by attending events and activities as requested.

Minimum Qualifications: A Bachelor’s Degree is required with at least two (2) years of experience in HTML coding, CGI scripting, and ColdFusion. Understanding of graphical software and attention to detail. Excellent knowledge of Microsoft Windows and Office applications. An understanding of local area networking concepts. Proficiency in at least one web-based programming or scripting language. Good oral and written communication skills. Understanding of Social Media Platforms and mobile apps.

How to apply: forward resume, cover letter and salary requirements (salary must be included as part of application process): CUAREcruitment@cua.edu. Reference position Web Content Coordinator or 101584 in subject line of email. Applications close on 12/21/15.