Coordinator of Web Administration (Long)  
College of Veterinary Medicine and Biomedical Sciences

Position Summary:
The College of Veterinary Medicine and Biomedical Sciences (CVMBS) at Colorado State University is recruiting for a Coordinator of Web Administration (CWA). The CWA is responsible for maintaining the availability of the College external-facing and internal-facing web sites. This position will work closely with the Web Developer/Designer position in the Outreach (Communications) group, as well as others, to develop and maintain both the College external and internal web presence.

Responsibilities/Duties:

- Coordinate the process to manage and update the various web site environments to assure that content may be staged appropriately and approved content is promoted to the production environment in a timely manner.
- Develop and maintain a secure and usable infrastructure of sites and site collections that allow for branding as needed across all sites.
- Manage external web presence that allows for information exchange with selected external customers, vendors, researchers, and the public when needed.
- Work with IT Project Managers and Business Analysts to help design and develop solutions to address business needs and opportunities, and propose changes that would make the SharePoint environment a more effective solution.
- Create and help design SharePoint templates to be used to solve specific business requirements.
- Support the technical infrastructure team (server configuration and server maintenance) and serve as the backup to the technical infrastructure team.
- Coordinate the process for updating SharePoint applications, InfoPath forms/work flow, web parts, etc.
- Oversee SharePoint permissions, making sure that individuals have the correct and appropriate access based on their role and knowledge.
- Set up and oversee processes for eCommerce functions, including credit cards, and PCI compliance.
- Educate others on the tools available to provide content and transactional work flow functions through the web.
- Investigate, learn and promote the use of the web and web tools to support College objectives and goals.
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- Work with CSU and College campus partners to build and maintain relationships with vendors, consultants and service partners.
- Provide administrative support and leadership for the web governance process, as necessary.
- Manage and communicate Web analytics, including the development of web metrics and dashboards to assist the College in optimizing web presence.
- Align College web initiatives with those of CSU.

Knowledge, Skills and Abilities:

- Excellent knowledge and experience with HTML.
- Knowledge and experience in web usability.
- Experience with SharePoint Administration.
- Well organized with the ability to set appropriate priorities.
- Excellent interpersonal communications.
• Ability to work with a wide variety of skills and knowledge.

Required Qualifications:
• Bachelor’s Degree in Computer Information Systems or related field; a substitution of 5+ years experience with web administration and/or IT Development or Infrastructure Support may be substituted in lieu of a bachelor’s degree
• 2+ years web site management experience
• Working knowledge of SharePoint capabilities

Preferred Qualifications:
• SharePoint Administration and Architect, Microsoft InfoPath, and HTML5 knowledge
• Working knowledge of various web design/graphic design tools (Fireworks, Dreamweaver, Photoshop)
• Software Development Life Cycle and Agile development experience
• IIS Manager and IIS 6/7 architecture
• Active Directory (including LDAP queries)
• DNS
• SMTP
• Network Load Balancing (NLB)
• Windows Firewall
• Event Viewer and Performance Monitor

Application Process:
Please submit (email only) a letter of intent reflecting your interest and experience for this position as it relates to the required/preferred qualifications listed above, a resume and names and email/phone information for 3 references via e-mail to CVMBSCoordinatorWebAdministration@colostate.edu. References will not be contacted without prior notification of candidates. For full consideration, please submit application material by 5:00 pm on Thursday, August 15, 2013. Applications will be accepted until the position is filled.

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