



Office of Human Resources

POSITION DESCRIPTION

POSITION:	Manager, Internet Technology (Design & Content)
LOCATION:	Department of Information Technology
REPORTS TO:	Chief Information Officer
GRADE:	CCRIPSA 15
WORK SCHEDULE:	Non-standard, 35 hours per week
SUPERVISES:	May exercise supervision over non-classified, classified, and student employees.
BASIC FUNCTION:	Manage the development and maintenance of the design and content for all internet services and resources.

ABOUT CCRI:

The Community College of Rhode Island is the state's only public comprehensive associate degree and certificate-granting institution. We provide affordable open access to higher education at locations throughout Rhode Island. Our primary mission is to offer recent high school graduates and adult learners the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs.

At CCRI, we are committed to building an inclusive and diverse campus community. We strive to hire and retain culturally competent faculty and staff members who reflect the demographics of our state and our increasingly diverse student population.

We believe that our diversity is our strength. We celebrate, support and thrive on the diverse experiences, backgrounds, and perspectives that are represented across our four campuses.

We are OneCCRI, working together to prepare learners to achieve their highest potential.

To learn about what employees value at CCRI and what it means to work here, please read about our Guiding Principles and watch videos of our employees doing what they do best:

<https://www.ccri.edu/equity/culture/guidingprinciples.html>

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage the development and maintenance of the design and content for all internet services and resources, including the CCRI web sites, Pipeline, and internet based course management systems.
- Serve as liaison with the Public Relations Department and departmental information providers to increase available internet content, assist with their content development,

ensure consistency of style, and coordinate information and access across multiple internet services.

- Develop customized graphic elements, templates, and web resources.
- Provide end user support for faculty, staff and students pertaining to internet technology.
- Develop and conduct web and/or graphics related training programs for faculty, staff and students.
- Publish site utilization statistics and provide customized information to departmental information providers as requested.
- Collaborate with other units within Information Technology to integrate new technologies, multimedia assets and database applications into CCRI internet resources.
- Recommend and maintain web policies, publishing guidelines and developer resources.
- Research web site trends, analyze sites, and recommend web development options.
- Stay current with developments related to the internet including HTML, graphical capabilities, scripting languages, browsers, content management systems, document formats, document production software and document conversion tools.

Other related duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Computers and peripheral devices, such as printers and scanners..

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

- Bachelor's degree required; coursework in graphics design, web development, teaching and/or instructional technology preferred.
- Three years of experience in the design, implementation and maintenance of a complex, dynamic web site required, preferably in a higher education environment. Evidence of a portfolio of work is required.
- Demonstrated experience with authoring tools (Front Page, Dreamweaver, etc) and graphics design tools (Corel Draw, Adobe Photoshop and Illustrator, etc.) required.
- Experience with publishing software (e.g. PageMaker) on the PC and Mac platform required.
- Must be adept at interfacing with and mentoring other web content developers and in helping to translate functional requirements into design and development specifications.
- Experience providing end user support and developing and offering end user training programs required.
- Excellent analytical, organizational and communication skills required.
- Demonstrated ability to work effectively and collegially with colleagues required.
- Demonstrated ability to work independently on multiple assignments and to work collaboratively within a team required.

CCRI is an Equal Opportunity / Affirmative Action Employer.

We recognize that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected

veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Title IX Coordinator at: TitleIXCoordinator@ccri.edu.

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:
<https://ccri.edu/campuspolice/pdfs/ASR-Final-92019.pdf>

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