WWU Office of Sustainability Position Opening 2018-2019

Web Developer
Position Number: S99285 (default # for OS Pool)
Position Classification: Web Developer 2

About the Position
This position is responsible for maintaining and developing the Office of Sustainability (OS) website along with other smaller sites/projects within the office. The Web Developer keeps the OS website up-to-date on the technical side and works with the OS Media Coordinator/Graphic Designer(s) to keep content updated. The website is required to be professional and accessible to all users and serve content in an efficient manner. The Web Developer will update the code behind the site as needed and develop new functionality as requested. Other duties may include helping the Media Coordinator with outreach planning and assisting other OS employees in a technical manner. The Web Developer is expected to fulfill job responsibilities in ways that support an equitable and inclusive environment for students, staff, and faculty.

About the Program
The media team is comprised of two graphic designers, one web developer, and one social media coordinator. Together, this team promotes Western’s sustainability efforts.

About the Office
The Office of Sustainability is Western's hub for campus sustainability. Sustainability not only refers to protecting local and global ecosystems, but also improves social equity, creates economic vitality, and maintains human health. Developing an understanding of sustainability, and the ability to communicate how specific practices, programs, and events intersect with sustainability more broadly, is crucial to the success of our programs. The OS is dedicated to helping Western achieve its strategic goal of campus sustainability by integrating sustainability into operations, academics, research, and outreach through its programs and initiatives.

Position Classification and Salary
Classification: Web Developer 2
Starting Salary: $13.20 per hour
This position reports to: Sustainability Action Plan Coordinator, Research Analyst 3

Terms of Position:
• Paid job training period near the end of winter quarter 2019, flexible around academic and work schedules.
• Position runs March 2019 through the end of spring quarter 2020. Must be able to commit to entire period to be considered. May extend through all or part of summer quarter depending on office need, but is not required.
• Mandatory staff training (paid) begins Monday, September 9 and runs through Tuesday, September 24. Must be able to commit to job training to be considered.
• Work an average of 12-15 hours per week, depending on office need. Work schedule is flexible around academic needs.
• The position holder is not expected to work during intersession periods, such as summer break, winter break, or spring break.

Employment Requirements
• Must be an enrolled Western student.
• Maintain a minimum credit load of 6 credits for undergraduates and 4 credits for graduates.
• Maintain a minimum of a 2.00 cumulative grade point average.

Required Qualifications and Experience
• Ability to work under broad goals with minimal supervision
• Comfortable in HTML/CSS
• At least a basic understanding of JavaScript
• Experience with content management systems (specifically WordPress/CampusPress)
• Some experience with Drupal (or strong willingness to learn)
• Highly organized and detail-oriented
• Ability to explain technical topics to non-technical OS employees
• Ability to collaborate effectively with diverse populations

Preferred Qualifications and Experience
• Interest in social, economic, or environmental sustainability topics
• Some experience with Photoshop/Gimp/other photo editor (or strong willingness to learn)
• Knowledgeable of Server Side Development (specifically PHP/MySQL)
• Experience managing and developing a WordPress/CampusPress website
• Working knowledge of Version Control Systems (e.g. Git)
• Passion for quality written and designed code with ample documentation
• Able to manage multiple projects

Bonus Qualifications and Experience
• Current Computer Science Major/Pre-Major
• Working on a program within Western’s Internet Studies Center

Educational Benefits
This position will learn skills in the areas of web design/development, communication, and organizational management.

Submitting an application
• Please submit the following documents to Susanna.Hamilton@wwu.edu and fill out this employment survey by February 1 at 8:00 a.m.
  o Resume
  o Cover letter
  o Portfolio of your website design and development work creations.
    ▪ Provide screen shots of all web design, redacting all personal identifiers, including your name.
    ▪ DO NOT provide links (we will request/review live websites after interviews are conducted).

More information
For more information on the position, please email Susanna.Hamilton@wwu.edu, call 360-650-4357, or see the Western Sustainability Website: https://sustain.wwu.edu/