Lincoln University Job Description

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<th>Job title:</th>
<th>Drupal Web Developer</th>
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<td>Department:</td>
<td>Communications &amp; Public Relations</td>
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<td>Reports to:</td>
<td>Associate VP for External Relations, Marketing and Communications</td>
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**Job Summary:**

Under the direction of the Associate Vice President of External Relations, Marketing and Communications, the Drupal Web Developer will update and maintain the University’s website. This new position will be establish and ensure all sites’ adherence to policies, procedures and guidelines. They will serve as the lead developer and administrator for the campus website and identify emerging Internet technologies. Position may work remotely.

**Qualifications:**

- Bachelor’s degree in computer science, liberal arts, communications or a closely related field.
- Three years or more of direct experience as a web developer, web manager or web master.
- Experience with PHP, MySQL, JavaScript/JQuery, and HTML/CSS.
- Three year or more experience with Drupal-theming and Drupal module development required.
- Ability to provide estimates of work effort and duration for assigned project tasks.
- Superior analytic and problem-solving skills and strong attention to detail.
- Knowledge of and passion for Web development trends and best practices.
- University experience is preferred.

**Essential Duties and Responsibilities:**

- Lead development and administration of the University’s website including graphic design, information architecture, navigation and content management.
- Coordinate with IT to ensure all Web applications conform to University’s security standards.
- Administer University’s content management services to include the maintenance of HTML templates, image archives, user roles, work flow and guidelines for web publication.
- Develop and integrates interactive website tools/widgets.
- Handle simple graphic edits and video file conversion tasks as needed.

**Special Instructions:**

Candidates selected will be asked to travel to campus and perform one or more of the following tasks as part of the assessment process for consideration of employment for this position:
• Develop a Drupal-managed webpage with Lincoln University content (provided) on a MAC or PC.
• Prepare a 10-15 minute presentation on Content Management System for a group of users that will manage their department content.
• Discuss and share links to work personally created by candidate within the last six (6) months.
• Other assessment of Drupal skill-set (to be determined).

**Working conditions:**

Work is primarily performed in a university campus environment and requires a flexible schedule including evening and weekend work. Travel for administrative work is expected as well as visits to satellite locations. The employee is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.

**Application Submission:**

• Submit a letter of interest/cover letter.
• A detailed resume listing qualifications and experience.
• Names, addresses, and telephone numbers of at least three professional references, one of which must be a recent supervisor.

To apply, please submit documentation to the following address:

Office of Human Resources
Lincoln University
1570 Baltimore Pike
P.O. Box 179
Lincoln University, PA 19352

Or

Email: hr@lincoln.edu