



Job Posting for **Web Specialist II**

The Illinois Board of Higher Education (IBHE) is currently accepting applications for a full-time, intermediate-level Web Specialist in Springfield. This position is a direct report to the Deputy Director for Information Management & Research and works under general supervision to perform intermediate-level web page structure and design duties.

This position is subject to the rules and regulations of the State Universities Civil Service System (www.sucss.illinois.gov). All applicants must meet the minimum required credentials for further consideration.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Maintains the IBHE website using Hypertext Markup Language (HTML) and other software; adds new pages/links including the layout and development of new pages; updates and archives information; utilizes SQL server to locate data and update back-end information; works with outside vendors/contractors to manage projects; oversees IBHE web pages to proactively find and remove broken links and out-of-date items.
- Properly interprets the needs of staff, applies the technical framework of the IBHE website, and produces effective visual online communication in coordination with staff; advises staff on the layout of new auxiliary webpages and implements designs; and assists with maintaining and refreshing content and images on the website as directed by the Web & Database Developer in coordination with staff.
- Corresponds and communicates with postsecondary institutions regarding the timely completion of required data submissions. Also provides helpdesk-type assistance to outside stakeholders regarding registration, log-in, and some data formatting issues for these data collections and helps troubleshoot.

MINIMUM REQUIRED CREDENTIALS:

- High school graduation or equivalent, and
- Any one or any combination of the following types of preparation:
 - (1) 30 semester hours (1.0 unit) of college/vocational/technical training with a concentration in computer science, graphic design, journalism, English, technical communication or related fields
 - (2) 12 months (1.0 unit) of work experience in web page preparation, design, and maintenance (i.e., HTML text editors and HTML graphical editors, graphics programs and digital media equipment)Amounts of experience or training less than those listed above should be converted to decimal equivalents of 1.0 unit and added together when computing combinations.

PERSONAL ATTRIBUTES NEEDED:

- Knowledge of web coding and web authoring tools
- Ability to communicate ideas effectively both verbally and in writing

For full consideration, submit a cover letter, a resume with work history and educational background, the contact information of three professional references, and a copy of college transcripts to verify an applicant's education requirements. Application materials may be submitted by mail or e-mail. All materials should be submitted by 5 p.m. on Monday, July 23, 2018 to:

Karen Helland, Illinois Board of Higher Education
1 N. Old State Capitol Plaza, Suite #333, Springfield, IL 62701
helland@ibhe.org

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