

[◀ Previous Job](#)[Next Job ▶](#)**Job Details**

**Job Title** Webmaster  
**Location** UCSB Campus

**Job Posting Details****Position Information****Payroll Title:** Applications Programmer 2**Job Code:** 7299**Job Open Date:** 2/4/22**Application Review Begins:** 2/22/22**Department Code-Name:** ENGR - Dean College of Engineering**Percentage of Time:** 100%**Collective Bargaining Unit (CBU):** 99 Non-Represented**Grade Type/Grade:** PSS / 20**FLSA Exemption Status:** Non-Exempt**Work Location:** Phelps 2517**Pay Rate/Range:** \$25.00 - \$36.30/hr.**Days/Hours:** M-F, 8:00 am-5:00 pm**Benefits Eligibility:** Full Benefits**Department Marketing Statement**

The College of Engineering at UCSB is noted for its excellence in teaching, research, and service to the community. The college has an enrollment of approximately 1000 students and offers a wide range of degree programs in five disciplines: chemical engineering, computer engineering, computer science, electrical engineering, and mechanical engineering. Graduate degree programs are also available in chemical engineering, computer engineering, and technology management.

**Benefits of Belonging**

Working at UC means being part of this vibrant institution that shines a light on what is possible. People make UC great, and UC recognizes your contributions by making your work life meaningful.

**Brief Summary of Job Duties**

The College of Engineering Webmaster develops, and maintains the web presence for the College of Engineering (CoE) and its departments, institutes, centers, programs, and projects. Provides web development, planning, search engine optimization, user interfaces, and applications on the web in a variety of programming languages. Adheres to laws and policies regarding accessibility, security, and data privacy. Performs website-related duties in a Linux environment and configures the webserver and databases. Works collaboratively with the ECI team to ensure that the website is accessible to all users with campus serving architectures. Under the direction of the Marketing Team, identifies and improves the online needs for students, faculty, staff, alumni, the media, and webdevelopment decisions.

**Required Qualifications:**

Good knowledge of WordPress or other content management systems .

Proficient with HTML 5.

Experience in CSS.

Experience in Adobe Photoshop.

Problem solver, quick learner, detail oriented and able to meet deadlines.

Good communication skills and reliable.

Good understanding of accessibility and SEO best practice.

Experience with media and social media integration.

Experience with coding in all browsers.

Eye for detail (pixel-perfect coding).

Ability to work independently and as a member of a team.

Possess excellent oral, written, and interpersonal communication skills.

**Preferred Qualifications:**

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Experience with Drupal.

Desire to create best-in-class products and stay on top of the latest web technologies.

Demonstrates initiative and flexibility.

Positive attitude and love working with a team.

**Special Conditions of Employment**

- Satisfactory conviction history [background check](#).
- [UCSB is a Tobacco-Free environment](#).

**Special Instructions**

For full consideration, please include a resume and a cover letter as part of your application.

**Job Functions/Percentage of Time/Duties****1. Web Development and Design - Essential Duty; 45%, Daily**

Develops, programs, and deploys dynamic web sites and web applications for online communication and collaboration. Strong Drupal and related modules skills, (X)HT Content Management Systems, modules, API's, version control and other technologies and systems to implement these applications. Responsible for project specificati Must adhere to IS-3, FERPA, and PCI-DSS data security policies. Implements projects to adhere to accessibility laws and policies, such as ADA and Section 508. Integ

**2. Create, Update, and Maintain Website Content – Essential Duty; 20%; Daily**

Works with the CoE Marketing Team and other department liaisons to provide content update son various websites. Provides tools and training to allow other users to u appropriate compression and delivery methods for images, video, and sound. Fixes broken links and sets up redirects for moved content. Implements Search Engine O including Content Management Systems and databases. Implements or applies routine security updates for web applications. Adds new features and fixes. Performs lig Documents, reports, and fixes any attacks or security breaches.

**3. Website Layout and Design – Essential Duty; 20%; Daily**

Creates website layout and graphical design with emphasis on function, usability, and aesthetic appearance. Creates graphical user interfaces for web applications. Cre creates and manipulates graphic elements while being aware of accessibility issues in design.

**4. Web Interface and Schema – Essential Duty; 5%; Daily**

Develops and maintains web interfaces and schema to SQL databases holding faculty, staff, and/or alumni information. Coordinates integration of databases with camp websites and applications.

**5. Customer Service – Essential Duty; 5%; Daily**

Works closely with representatives from various College of Engineering (CoE) units to meet customer design needs. Provides customers with consultation, quotes, and page problems. Records recharge hours and provides monthly recharge billings to the Dean's office. Provides website analytics integration when requested.

**6. Other – Essential Duty; 5%; Daily**

Performs other duties as assigned.

**Pandemic Statement**

The University of California is vigilantly monitoring and acting in accordance with all applicable public health directives related to COVID-19. As a condition of employ Individuals under the policy must provide proof of Full Vaccination or, if applicable, submit a request for Exception (based on Medical Exemption, Disability, and/or Relig provide proof of receiving at least one dose of a COVID-19 Vaccine no later than 14 calendar days after their first date of employment and provide proof of Full Vaccinal than 14 calendar days after their first date of employment. (Capitalized terms in this paragraph are defined in the policy.) Federal, state, or local public health directives

For more information, please visit:

- UC Santa Barbara COVID-19 Information: <https://www.ucsb.edu/COVID-19-information>
- UC SARS-CoV-2 (COVID -19) Vaccination Program Policy: [https://policy.ucop.edu/doc/5000695/SARS-CoV-2\\_Covid-19](https://policy.ucop.edu/doc/5000695/SARS-CoV-2_Covid-19)

*\* Covered Individuals: A Covered Individual includes anyone designated as Personnel, Students, or Trainees under this Policy who physically access a University Facili patient, or an art, athletics, entertainment, or other publicly accessible venue at a Location as a member of the public, is not a Covered Individual.*

**Equal Opportunity/Affirmative Action Statement**

The University of California is an Equal Opportunity/Affirmative Action Employer, and all qualified applicants will receive consideration for employment without regard to characteristic protected by law.

**Reasonable Accommodations**

The University of California endeavors to make <https://jobs.ucsb.edu> accessible to any and all users. If you would like to contact us regarding the accessibility of our web email [katherine.abad@hr.ucsb.edu](mailto:katherine.abad@hr.ucsb.edu). This contact information is for accommodation requests only and cannot be used to inquire about the status of applications.

**Privacy Notification Statement**

The State of California Information Practices Act of 1977 (effective July 1978) requires the University to provide the following information to individuals who are asked to tracking purposes and to collect applicant contact information. Affirmative Action and Equal Employment Opportunity Data Form: Information furnished on this form is re comply with Affirmative Action regulations issued pursuant to Executive Order 11246, Federal Revised Order No. 4, Section 503 of the Rehabilitation Act of 1973 and S is no penalty for not completing this form. The offices responsible for maintaining the information supplied on this form are the UCSB Human Resources Office and the .

GENERAL DATA PROTECTION REGULATION (GDPR) STATEMENT FOR PERSONS IN THE EUROPEAN ECONOMIC AREA: As part of our commitment to protect a person in the European Economic Area, with information regarding the types of personal information that the University of California's Human Resources department supplied on this form are the UCSB Human Resources Office and the Affirmative Action Office.

**Notice of Availability of the UCSB Annual Security Report**

The University is committed to providing a safe and secure campus environment for our students, faculty, staff, and visitors. In accordance with the "Jeanne Clery Discl information regarding campus safety and security policies, crime statistics, and resources to current and prospective students and employees. This report includes stati off-campus buildings or property, and on public property adjacent to and accessible from campus. The report also includes campus policies concerning crime preventior Security Report, visit [www.police.ucsb.edu/asr](http://www.police.ucsb.edu/asr). A copy of this report may also be requested by contacting the UCSB Police Department (call 805-893-3446 or visit 574 I requirements, please visit [www.police.ucsb.edu/clery-act](http://www.police.ucsb.edu/clery-act).

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