



Job Description

Job Title: Web Content Assistant I

JTC: TWN

Salary Range: N02

FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

An entry level position responsible for assisting in the management of the day-to-day operation of the web site including the transfer, testing, creation, and updating of web material, and the extraction of usage and error logs. Performs routine web duties requiring fundamental knowledge of web graphics and procedures.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Basic knowledge and understanding of web usability principles. Demonstrated ability in developing and publishing web pages. Intermediate knowledge of computer software such as Windows, Microsoft Office Suite, and Adobe Acrobat Reader.

Ability to add content to websites, including web copy, images, graphics, videos, and documents for download. Ability to utilize computer technology to maintain files, databases, generate reports, access data and to communicate with others.

Excellent presentation skills, ability to work independently as well as collaboratively. Must have strong organizational skills, ability to multi-task, detail-oriented approach to work, strong decision-making skills, good follow-up, ability to complete tasks.

Able to convert, resize, and optimize graphics/images for the web.

Strong knowledge and experience providing effective customer service. Ability to effectively communicate with individuals from diverse backgrounds.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 20 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

High Diploma and plus one (1) year of experience *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists in the development and research for the web site's web pages (including graphics).

Assists in total quality management of the web site, including currency, accuracy, consistency, ease of use, and access security. Coordinate files safely and effectively using Windows, FTP, and various utilities and applications

Assists in defining, documenting and maintaining hierarchical file structure for web sites.

Performs JavaScript and HTML coding (including frames, tables, forms, etc.). Generates web site reports.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provide excellent customer service.

Performs related duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.