

The Visual Media Center in the Department of Art History and Archaeology at Columbia University is hiring a full-time Webmaster; applications must be submitted via the Columbia Human Resources website, do not contact the Department directly.

<https://jobs.columbia.edu>

Job Title: Webmaster B

Job Requisition Number: 056963

Department: Art History and Archaeology (Dept. #321)

Requisition Open Date: 09-25-2009

Reporting to the Director of the Visual Media Center, the incumbent provides technical support in the area of web site development for departmental faculty, and designs, develops and maintains web sites for Art Humanities and the Department of Art History and Archaeology. These web sites will be developed in close cooperation with departmental staff, faculty, Media Center staff, and the Columbia Center for New Media Teaching and Learning. Manages and maintains Apple x-serve web server for Media Center hosted web sites; manages and maintains department computer lab and electronic classrooms; works closely with CUIT as required for security and safety of server; conducts proper storage and archiving procedures for electronic images; monitors security and ensures technical integrity and reliability of web sites and data; keeps abreast of and incorporates current technologies into projects; trains staff in the use and maintenance of web sites; advises, trains and directs student workers in use and maintenance of web sites and archives; and performs other duties as assigned.

Minimum Qualifications for Grade (Applicant MUST meet these minimum qualifications to be considered an applicant) Bachelor's degree in Art History, Computer Science or related field and/or its equivalent required. Minimum three years' of related experience required. Experience with Photoshop/Fireworks, Dreamweaver, Flash and other web development software required. Experience coding with HTML, CSS, Flash, required.

Preferred Qualifications: Masters of Art in Art History, Computer Science, or Educational Technology preferred. Experience with Blackboard, Courseworks, or other course content management system preferred. Experience with MySQL database development, php, Javascript, managing apple web server preferred. Experience with scanning and digital image equipment and procedures preferred. Experience working in an educational environment preferred.