



Webmaster Intern

Position: Webmaster Intern

Status: PT (Non-Exempt) (Temporary 90-180 days)

Department: Information Technology

Reports To: Director of IT

Summary/Objective

Coordinates the analysis, design, implementation, and maintenance of dynamic web sites involving text, graphics, forms, multimedia, and other technologies.

DUTIES AND RESPONSIBILITIES:

- Help build functional and easy-to-use websites
- Test websites across browsers, operating systems, and devices
- Practice in maintaining, configuration, and troubleshooting servers
- Help ensure site security by setting up firewalls and login pages
- Optimize loading speeds and capacity
- Debug pages and fix broken links or images
- Update website content and review SEO
- Help monitor and analyze site performance (e.g traffic, conversions)
- Address user complaints
- Establishes and maintains security protection controls.
- Interacts and collaborates effectively with internal and external team members to assure needs of the company are met.
- Assists in project planning; provides reports and updates as required.
- Performs other related duties as assigned by management.



Webmaster Intern *(page 2)*

Qualifications

- Some experience as a Webmaster or Web Developer
- Knowledge of web analytics and SEO
- Familiarity with web standards
- Working knowledge of website management tools
- Proficient in HTML/CSS, XML; knowledge of SQL and Javascript is preferred
- Strong troubleshooting and analytical abilities
- Excellent communication and teamwork skills
- Ability to generate creative ideas
- Attention to detail and outstanding organizational skills

Escalation Procedure

While we encourage conflicts to be resolved directly with the Director of IT, should the need arise, you may contact HR after all attempts to resolve the issues have been made.

I acknowledge that I have read and understand the above scope of work in its entirety and am capable of performing all of the stated requirements and essential functions therein. This scope of work will be made available to the employee for electronic ac-knowledgment.

Last updated: January 8th, 2021