



# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

- Perform other duties as assigned

### Qualifications:

#### Knowledge, Skills and Abilities:

##### Preferred:

- Experience using jQuery to create web page effects and interactions
- Experience working with a wide variety of third-party JavaScript APIs
- Experience using CSS and JavaScript pre-processor (ex. Code Kit, Grunt, Gulp)

##### Required:

- Ability to follow established coding, programming, development and design standards
- Clear understanding of current fundamental web concepts, development and design trends and technologies
- Demonstrated experience using HTML, CSS, XML, JavaScript, form scripts and other web languages and a clear understanding of core concepts and their application in modern website development related to each
- Demonstrated fluency and experience in PHP, MySQL and other scripting languages
- Advanced skills in using web applications such as Photoshop, Adobe Acrobat and others
- Ability to learn new software applications quickly and easily with little or no supervision
- Experience with CMS products such as Cascade Server (preferred) and WordPress

##### Education:

- **Required:**
  - Bachelor's degree in computer science, web design, web development or related degree or associate degree in same and willingness to pursue bachelor's degree.
  - Certifications related to web development, web systems, and/or web coding
- **Preferred:**
  - Certification in Google Analytics

##### Experience:

- **Preferred:**
  - Knowledge of web related languages, and proficiency with PHP programming
  - Experience in Marketing, Public Relations or other Communications field in a university setting
  - Experience using Velocity
  - Experience programming with Angular
- **Required:**
  - Two years experience in web applications, web development and web design related to the listed job functions

##### Equipment:

- Standard office equipment: personal computer, printer, copier and phone

##### Special Requirements:

Must be an evangelical Christian. Active member of a Southern Baptist church preferred. Must accept and support the purposes and goals of OBU

Must be able to work with people from varied backgrounds and to maintain confidentiality.

#### Complete this section after reviewing the description with the employee.

*OBU requires that supervisors review the job description with the position incumbent during the New Employee orientation and the annual performance evaluation.*

The job description was reviewed during  New Employee Orientation or  Performance Evaluation\*.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

*\* If the job description needs to be revised, attach changes to the performance evaluation and submit to the Human Resources Office.*