

## **POSITION VACANCY**

November 17, 2015

Name of Position:	Web Content Specialist
Application accepted through:	December 4, 2015
Effective date of employment:	January 4, 2016
Length of employment:	Full-time
Salary Range:	\$25,978 - \$32,473

### **Position Requirements:**

An Associate's degree in communications or a related field with one to three years of web Content management experience is required for this position. Applicants must demonstrate strong writing, editing, proofreading, communication, and project management skills. Applicants should be knowledgeable of a content management system, such as WordPress and have experience with Photoshop, Dreamweaver, and Adobe Acrobat, along with basic knowledge of HTML and CSS web languages. The successful candidate must demonstrate strong organizational and communications skills, experience using Microsoft Office software (Word, Excel, etc.), Google Collaborative Apps (Docs, Sheets, Forms, Sites, etc.), and good technical knowledge of operating computers. Experience using a Mac computer is helpful, but not required.

### **Position Duties:**

The Web Content Specialist creates, develops, prepares, manages, edits, and proofs content for the college web presence, both external and internal, working under the direction of the college Webmaster. The specialist will coordinate with the Marketing and Recruiting Specialist and the Public Information Officer to plan for, generate, edit, and publish web content that encourages engagement to potential students, current students, and the WCC community. He/she plans, develops, implements, and administers a comprehensive ADA compliance program for the College's web properties. The specialist will coordinate, manage, create, and produce the annual Online WCC General Catalog and Student Handbook for the college website. The specialist serves as the contact for the college web content edits. He/she trains stakeholders to use the College's content management system. He/she proofreads and edits all web content to maintain consistent messaging throughout all college web properties.

If selected for employment, the applicant must submit to a criminal background check and drug screening.

**INSTITUTION:** Wayne Community College is a member of the North Carolina Community College system. Located in Goldsboro, the college serves Wayne and adjoining counties. Wayne Community College is an affirmative action/equal opportunity employer.

**APPLICATIONS:** Submit an original Wayne Community College employment application and all support materials, including a copy of transcripts of all post-secondary studies to: Human Resources, Wayne Community College, and P O Box 8002, Goldsboro, NC 27533-8002. Applications may be downloaded from our website at [www.waynecc.edu](http://www.waynecc.edu). Applications will be screened and the most qualified applicants interviewed. Applicants will be notified when the position has been filled.