| Nipissing University |
| JOB DESCRIPTION |

JOB TITLE: Web Developer

DEPARTMENT: External Relations

CLASSIFICATION: Technologist A

WAGE GRADE: WG 60

EMPLOYMENT DEFINITION: Full-time Support Staff (Contract)

SUPERVISOR: Manager of Digital Marketing

DATE CREATED/REVISED: September 2025

SUMMARY OF FUNCTIONS:

Reporting to the Manager of Digital Marketing, the Web Developer Technician will assist with building and maintaining internet properties. The Technician will support ongoing website development, optimization, and data management projects. The Technician will focus on maintaining and enhancing our current Drupal site, preparing for the upcoming Drupal 11 rebuild, and assisting with WordPress site updates and designs.

DUTIES AND RESPONSIBILITIES:

Drupal Development & Maintenance   **(65%)**

- Build new pages and edit existing pages within Drupal
- Optimize page performance, structure, and accessibility
- Support backend cleanup, including data and content management
- Assist in preparing for migration and rebuild of the Drupal 11 platform
- Review existing website pages to ensure information is accurate, current, and compliant with institutional standards; coordinate with departments to update content as required

Content & Data Governance   **(25%)**
- Implement best practices for content organization, metadata, and version control
- Support governance structures for maintaining accurate, accessible, and compliant content
- Collaborate with internal stakeholders to ensure brand and accessibility standards are met

WordPress Development   **(10%)**
- Updating existing faculty pages and recommending and developing improvements
- Support potential redesign or rebuild of WordPress sites

Any other duties as assigned.

QUALIFICATIONS:

Education: A two-year diploma in Web Development or Computer Science

Training and/or experience may be substituted for formal academic training at the discretion of the University.

Training, Experience, Knowledge & Skills Required:

- A minimum of three years of experience in web design, programming, or related work

- Hands-on web development experience
- Experience in a post-secondary institution or governmental setting is an asset
- Strong interpersonal, communication, and presentation skills, combined with tact and diplomacy
- Detail-oriented with good oral, written, technical, and non-technical communication skills
- Solid understanding of internet standards and best practices (accessibility, usability, web security, responsive design)
- Strong knowledge of operating systems, web browsers and performing device compatibility testing
- Proficiency with HTML, CSS, and JavaScript for building and maintaining web pages
- Experience working with Drupal (8/9/10; or Drupal 11) including site building, theming, and content management
- Knowledge of WordPress development and administration
- Understanding of Search Engine Optimization (SEO) principles and analytics tools (e.g., Google Analytics)
- Familiarity with content governance practices
- Experience with design and editing tools (e.g., Figma, Adobe)
- Experience with optimizing site and resource performance and ensuring digital accessibility requirements are met; familiarity and experience designing or developing content to meet AODA/WCAG standards is an asset
- Exposure to content management systems (CMS), digital asset management, or learning content management systems is an asset
- Video-editing skills are an asset, but not required

RELATIONSHIPS/CONTACTS:

Supervised by: Manager of Digital Marketing

Internal contacts: Staff, students, faculty

External contacts: Contractors

MATERIALS UTILIZED:

- General Office Equipment
- Collective agreements
- Nipissing University Academic Calendar

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS

- Little physical effort
- Mostly sitting
- Visual concentration / detailed work
- Sustained focus on the computer screen

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I have read my position description, and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

_____
Employee Name (please print)

_____   _____
Employee Signature   Date

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Approvals

_____ _____

Supervisor   Date

_____ _____

Human Resources   Date