

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:	November 2026

SUMMARY OF FUNCTIONS:

Reporting to the Manager of Digital Marketing, the Web Developer Technician will support the ongoing development, maintenance, optimization, and enhancement of the institution's digital properties. Following the successful launch of the new Drupal 11 website, the Technician will focus on post-launch development, continuous improvement, content and data management, and the implementation of new web projects.

The Technician will play a key role in enhancing the Drupal 11 website, supporting WordPress properties, and contributing to priority digital initiatives, including the development and ongoing enhancement of the Youth Camps website and NU Giving website. The role will work closely with the Digital Marketing team and internal partners to deliver accessible, user-focused, technically sound web experiences that align with institutional standards and strategic priorities.

DUTIES AND RESPONSIBILITIES:

Post Launch Drupal Development & Continuous Improvement (65%)

- Build, modify, and maintain pages, components, templates, and other digital experiences within the Drupal 11 platform
- Develop and implement enhancements to improve website functionality, usability, performance, accessibility, and user experience
- Troubleshoot and resolve website issues, including content, layout, functionality, and technical issues
- Support ongoing Drupal development, configuration, and maintenance activities
- Identify opportunities for website improvements and recommend solutions based on user needs, technical requirements, and institutional priorities
- Conduct quality assurance testing for new and updated website features, content, and functionality
- Support website analytics, performance monitoring, and continuous optimization initiatives
- Review and improve existing website content, structure, and functionality to ensure information remains accurate, current, accessible, and aligned with institutional standards
- Collaborate with departments and content owners to implement website updates and improvements

Web Project Development (25%)

- Support the design, development, launch, and ongoing enhancement of priority web projects, including the Youth Camps website and NU Giving website
- Assist with project planning, testing, troubleshooting, implementation, and post-launch improvements
- Ensure project websites meet institutional standards for accessibility, usability, branding, performance, and content quality
- Provide ongoing technical support and development as project websites evolve

Content, Data & Web Governance

(10%)

- Implement and maintain best practices for content organization, metadata, taxonomy, and content management
- Support consistent application of web governance, accessibility, branding, and content standards across digital properties
- Assist with content audits, cleanup, restructuring, and ongoing quality assurance
- Support accurate and effective management of website data and content

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 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

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

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