

C O L L E G E O F
SAINT MARY

College of Saint Mary strives to create a safe, inclusive educational environment where every person's worth and dignity is valued and nurtured. Applicants representing diverse backgrounds and experiences are highly encouraged to apply.

Web Administrator and Strategist

Are you looking for a key role within an amazing marketing team? If so, you might be a perfect fit for this position. This position will play a key role at the center of collaboration within a growing marketing team.

Our Idea of a Perfect Candidate Is Someone Who:

- Will be highly motivated and detail-oriented with a team-first attitude.
- Has an understanding of HTML, website growth strategies and tactics.
- Serves as the organization's webmaster and is responsible for the functionality and content of the university's external and internal websites.

Our Ideal Candidate's Education and Experience Include:

- Bachelor's Degree (Communications, English, Marketing, Web Design, or related degree)
- Experience in HTML; Sharepoint is a plus.
- Experience in Website Management
- Adobe Suite: Photoshop & InDesign skills

This Position Is Responsible For:

- Provide strategic leadership for the university's web platforms to increase traffic, improve visibility, and enhance function.
- Align multiple external vendors to ensure continuity of service while enhancing insights and analysis that can be derived from user behavior.
- Develop and implement continuous improvement strategies for the university's website.
- Train and develop an understanding of Dynamic Forms with campus power users.
- Develop and implement continuous updates and strategies to University Landing pages, web forms and thank you pages to leverage user activity.
- Manage and update university communication effectiveness on SharePoint.

Why You Want to Be on This Team:

- You would be a part of a Mission-centered team, who work together to serve our community.
- You would enjoy full-time benefits including health insurance, paid time off, tuition remission programs, 403(b) with employer match, employee wellness time, and more!
- Free access to the campus recreation facilities, including a full gym, pool, and walking trail.
- CSM is committed to supporting the work-life balance of its faculty and staff.

Application

Please have a resume, cover letter, and contact information for three professional references, including one supervisor, ready to upload during the application process.

Please apply using the following link: [Web Administrator & Strategist](#)

College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, marital status or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.