**WEBMASTER/PORTAL ADMINISTRATOR**
**PART-TIME POSITION**

**JOB DUTIES AND RESPONSIBILITIES:**

The Part-Time Webmaster/Portal Administrator is responsible for development and operation of the Otero web page graphic design services, and videography for college marketing projects, including managing the My Otero Portal. This position will be responsible for working with faculty and department heads to develop concise descriptions on the website for courses, academic programs and plans of study. This position will maintain and adhere to federal guidelines for ADA requirements and gainful employment disclosures. The Part-Time Webmaster/Portal Administrator will have a demonstrated commitment to diversity and inclusion in the digital work that is produced on behalf of the College.

1. Develops and maintains the Otero College website, keeping the site's design and functionality modern, relevant and user-friendly.
2. Incorporates marketing techniques into the Otero website with a strong emphasis on Search Engine Optimization (SEO) techniques and strategies.
3. Uses industry standards to consistently monitor and maintain Otero's web optimization on leading search engine sites.
4. Develops a web marketing strategy and reporting processes that uses online reporting tools such as Google Analytics.
5. Provides the College's multiple online platforms with graphic design services that helps to interest and engage viewers.
6. Is a member of the College's marketing team and assists with current and long-range marketing strategies.
7. Uses video editing software to develop innovative ways for bringing audio/video and multimedia into web content.
8. Provide video and audio recording, editing, and production services to Otero faculty and staff to promote institutional programing. This includes external facing videos such as tutorials for students posted on Otero's website and within student portals, orientation videos, Rattler Nation Live podcasts, and promotional videos.
9. Manages and maintains the programming and content for the MY Otero Portal.
10. Manages the College's online catalog and coordinates the capture of that document annually.
11. Adheres to federally mandated standards for ADA requirements.
12. Participates in the design and updating of a campus-wide accessibility plan.
13. Will demonstrate an understanding and commitment to ensure that diverse audiences feel included and connected through the College's digital platforms.
14. Performs other duties as assigned by the Vice President for Student Affairs.

**MINIMUM QUALIFICATIONS:**

- Technical or academic training in web design and/or web marketing
- Experience managing and building large websites

**PREFERRED QUALIFICATIONS:**

- Experience working in Banner and/or EAB Navigate
- Demonstrated Graphic Design Skills
- Information Technology Experience
- Good Understanding of Search Engine Optimization Strategies (SEO)
- Customer Service Background/Experience
- Strong Grammar and Written Communication Skills
- Strong Organizational Skills
- Ability to Multi-task and Follow Through
- Educational philosophy in alignment with that of a small rural, comprehensive Community College and enthusiasm for this type of environment and the aspirations of its people.

**PART-TIME POSITION:  Up to 28 hours per week**
**START DATE: ASAP**
**COMPENSATION:  $24.00-$26.42 Hour**

**APPLICATION INSTRUCTIONS:**
For consideration, an applicant file must contain:

1. Cover letter addressing the minimum and preferred qualifications
2. Resume
3. Names and phone numbers of three professional references
4. Copy of unofficial transcripts (Official transcripts requested upon hire) - As part of our commitment to a fair hiring process, we invite you to redact any information from your transcripts that may be confidential/protected under law, including your age, date of birth, or dates of attendance/graduation.

Please submit the application file to:
Kelsey Barbee
Director of Human Resources
Otero College
via email at [kelsey.barbee@otero.edu](mailto:kelsey.barbee@otero.edu)
719 384-6834

**Application Deadline:** Open Until Filled – priority will be given to applications received by June 18, 2025

***Applicants must submit to and pass a background check before an offer of employment can be extended.***

*__Please Note: Otero College is not able to provide sponsorship for applicants who do not currently have the legal right to work in the United States or require transfer of a Visa.__*

*__Must be a resident of the State of Colorado or able to relocate to Colorado prior to the first date of employment. __*