



Duke Global Health Institute Website Manager

Requisition No. 400563759

The [Duke Global Health Institute](#) (DGHI) is a thriving, vibrant community of faculty, staff and students who are committed to improving global health through education, research, policy and service. DGHI is looking for an experienced, hard-working individual to provide strategic leadership for its existing and future web presence. The successful candidate will lead the redesign and transition to new CMS, as well as the integration of database content and new technologies. The web manager is responsible for creating and maintaining functionality and aesthetics of the DGHI website and micro-sites created for its partners. The web manager works closely with DGHI team members to advise and implement content upgrades and devise effective strategies for incorporating social media, videos and photos. The position ensures regular updates of existing web content and creates new functionalities within the existing content management system. The position reports to the Associate Director for Communication.

Work performed

- Maintain and expand current website, including creating new pages with information provided by team members, ensuring that university standards are met, and other steps to ensure integrity and functionality of website.
- Implement coding for new functionalities, such as searchable databases, interactive maps, interface with Duke or DGHI databases, etc.
- Lead and implement redesign of DGHI database and transition to new CMS.
- Monitor website usage trends and recommend website changes based on user behavior.
- Create and maintain simple webpages/blogs for subgroups, affiliated centers, programs or taskforces.
- Manipulate photos and graphics to best display on web.
- Work closely with Communication Team members to ensure consistent messaging (visual and written) on website.
- Effectively manage, warehouse and catalog web site content assets.
- Analyze departmental web usage and long term web needs and develop transition plan to new CMS.
- Research and advocate new ways of incorporating electronic information and communication into the current website to make them more interactive and/or user-friendly; implement new search engine functionalities to increase effectiveness and efficiency
- Attend staff meetings, project meetings, and create other ways to remain abreast of DGHI priorities and projects.
- Thoroughly document procedures and policies related to development of DGHI digital technologies (e.g. updates, backups, archiving, maintenance, access rights, etc.)

Key Characteristics

- Strong commitment to quality (including attention to details)
- Strong desire to be innovative
- Strong eye for good design and ability to implement ideas
- Team-based problem solving (ability to work with others to incorporate their concerns into solution)

- Understanding of the importance of communication, online presence to an institution's reputation
- Ability to work independently yet keep everyone abreast of work completed and/or issues arising
- Ability to work in a fast-paced environment and meet deadlines while ensuring accuracy of work

Requirements

- Bachelor's degree in a related field and minimum of 2 years related experience in web development and programming, with a strong foundation in PHP, MySQL, Javascript, HTML, XML, and CSS
- Experience with interface design, Expression Engine content management system or similar content management system, and Web 2.0/social media programming
- Must be a highly organized, detail-oriented self-starter who works well independently as well in a team environment
- Excellent communication skills, ability to work with a variety of staff
- Proficient in the use of principles of design aesthetics (typography, graphic design, use of photos, etc)

Apply online at hr.duke.edu