



If loving what you do and being good at it is your definition of a great career  
...welcome to Douglas

## CAREER OPPORTUNITY

[www.douglascollegecareers.ca](http://www.douglascollegecareers.ca)

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### Posting Information

Posting Number:	00386
Title:	Website Designer/Trainer
Department:	CEIT
Location:	New Westminster Campus
Position Type:	Support Staff - Temporary
Full Time/Part Time:	Full Time
Regular/Temporary:	Temporary
What Douglas Offers	DO what you love. Be good at it. That's how Douglas College defines a great career. We're a community of citizens who are engaged -- with each other and, increasingly, with the world. Being one of the best colleges in Canada isn't just talk - it's something we work at every single day.
The Role:	Website Designer/Trainer is responsible for designing and preparing web sites, instructional support materials, including multimedia presentations, overhead transparencies, instructional print materials, etc. The incumbent may also assist the Communications and Marketing Office in graphics work and web sites which promote the College, while providing exceptional client-centered service on a consistent basis to all stakeholder groups.
Responsibilities:	<ul style="list-style-type: none"> <li>- To design and prepare web sites and a variety of materials.</li> <li>- To develop and present workshops, courses and training seminars.</li> <li>- To maintain records and inventory.</li> <li>- To assist other staff in the department and/or in the Communications and Marketing Office with graphic representation through desk top publishing and audio visual production(s) as assigned.</li> </ul> <p>For a full description of the responsibilities of this position please see the position description link below.</p>
To Be Successful in this Role You Will Need:	<ol style="list-style-type: none"> <li>1. Experience supporting online and hybrid course development in a Learning Management system. Currently Douglas College supports Blackboard 9.1</li> <li>2. A diploma in instructional design, graphic design or web site/multi-media design from a recognized post-secondary institution supplemented by two years of related work experience. An equivalent combination of education, training and experience using the World Wide Web for promotional and educational applications may be considered.</li> <li>3. Excellent interpersonal and cross-cultural communications skills including written and verbal fluency in the English language.</li> <li>4. Proven experience with internet browser applications such as Microsoft Internet Explorer, as well as supporting applications such as the Adobe Suite.</li> <li>5. A demonstrated ability to:             <ul style="list-style-type: none"> <li>- develop course outlines, objectives, learning materials, assignments and evaluation tools and instruct workshops, courses and training seminars.</li> </ul> </li> </ol>

- design web sites and create functional architecture for them and create appropriate graphics, navigational tools, hypertext and multi-media.
- establish and maintain effective working relationships and provide efficient, client-centred service in person, in writing, and over the telephone with the College community and outside agencies.
- set up interactive web sites with E-mail, forms, creating and using scripts, XML and database links.
- use Excel, Access, Adobe Photoshop, Illustrator and Macromedia Flash at an intermediate level. A good understanding of ODBC connectivity is also required.
- develop creative and imaginative artwork.
- work independently with minimal supervision.
- establish priorities and meet deadlines.

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Link to Full Position Profile: <http://tinyurl.com/Wesite-Designer-Trainer-2013>

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Work Arrangements: This temporary full-time position is available for the period of September 3, 2013 to December 20, 2013. Regular hours of work are 8:30 am to 4:30 pm, Monday to Friday.

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Posting Type: Internal/External

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Grade or Pay Level: S - Pay Level 13

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Salary Range: \$1,603.69- \$1,799.65 Bi-weekly

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Quicklink for Posting: [www.douglascollegecareers.ca/applicants/Central?quickFind=51014](http://www.douglascollegecareers.ca/applicants/Central?quickFind=51014)

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Posting Date: 08-21-2013

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Closing Date: Open Until Filled

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Start Date: 09-03-2013

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End Date (if applicable): 12-20-2013

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Special Instructions to Applicants: Interested applicants must ensure that a resume and cover letter is submitted online. Please ensure your resume clearly explains how you meet the required knowledge, skills and abilities of the position for which you are applying.

Qualified internal applicants shall be given first consideration in filling this position.

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*Douglas College is committed to being a workplace that is free of discrimination, that values diversity and is representative, at all job levels, of the communities we serve.*

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Documents

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