

## Website Administrator & Software Engineer

The College of the Ozarks is seeking a Website Administrator & Software Engineer. This position is responsible for designing, building, publishing, and supporting websites and custom-developed applications. This role involves building workflows to facilitate interactions and data flow between systems and tools. The position includes training, educating, and co-supervising student workers.

The primary responsibilities of this position are:

- **Website and Application Development:** The Website Administrator & Software Engineer will analyze institutional needs for websites and custom applications. They will design, develop, and implement websites and applications with compelling UI/UX designs, ensuring adherence to accessibility standards. This role involves providing ongoing support and maintenance, developing features for data collection and payment processing, building integrations between internal and external applications using APIs, and implementing workflow automation tools to improve efficiency and data flow between systems.
- **Content Management and SharePoint Administration:** This position will collaborate with departments across the organization to ensure website content remains current and relevant, implementing and managing content management systems to facilitate easy updates. The engineer will also develop and maintain SharePoint sites, creating custom SharePoint solutions as needed.
- **Student Worker Management:** The Website Administrator & Software Engineer will provide technical assistance, training, and education to student workers. They will co-supervise student workers, delegating tasks and monitoring performance.

To apply, you must have:

- Bachelor's degree, ideally in the Computer Science field or equivalent experience
- 5+ years of relevant experience
- Ability to manage the complete cycle of a project while ensuring communications
- Programming skills in C#, .NET, JavaScript, HTML, CSS, React, and modern techniques
- Familiarity with data structure and skills to mine and transform data
- Ability to build full-function websites and web applications
- High competency with brand alignment and UI/UX designs
- Good supervisory skills

Please submit applications/resumes to Vicki Wrosch in the Business Office, College of the Ozarks, P O Box 17, Point Lookout, MO 65726, or e-mail [hr@cofo.edu](mailto:hr@cofo.edu). Review of applications will begin immediately and continue until the position is filled.