

## Web Development Department Description

### Department Position Info:

The Web Development department is typically run by one person, the Web Dev director. Having an assistant is optional. Assistants should be hired with the intention of becoming the next Web Dev director. An Assistant should be hired for the semester before the Web Dev director graduates or resigns. In an ideal situation, those who apply for the director position will start as an assistant then the following semester transition into the director role for the calendar year. Web Development Director role is a paid, part time job on campus.

### Department Workflow:

This is a “low code” position that uses the GATO CMS for our university pages and WordPress for our blog.

GATO training will seem intimidating, but it will prepare you for the work required for this position. Word Press is also very user friendly and forgivable.

You won't ever have to write code if you don't want to and in fact, in some cases, it is discouraged due to the nature of the CMS (too much custom code may break CMS items when updating).

This role does not require any JavaScript Framework knowledge, nor does it require any understanding of the basics of JavaScript for that matter.

If you have no experience, apply anyway. You can learn.

#### Department responsibilities:

- Updating the KTSW Gato site with new content created by other departments, including, but not limited to:
  - YouTube videos
  - Spotify Playlists
  - Podcasts
    - Specialty Shows
    - Syndicated Shows
    - Event Information
    - Updating the KTSW Gato site with new information regarding the workings of the KTSW Radio Station and the staff, including, but not limited to:
      - Program Guide
      - Director Biographies
      - Charts and Rotation
      - Awards
      - Sponsor Information
      - FAQ
- Troubleshooting Issues on the Gato site, as well as on the KTSW Blog site
- Redesigning pages to keep them fresh and interesting for visitors
- Communicating with other Department Directors to ensure that the Gato site is fitting their department's needs
- Keeping up-to-date with the Show Archives

#### *Nice to haves:*

- Understanding of HTML, CSS, and Content-Management-Systems.
- Completed or currently enrolled in the Fundamentals of Digital Online Media (FDOM) course.
  - CS/CIS majors don't worry about FDOM.