

Bethlehem University
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Office of Personnel Management



جامعة بيت لحم
ص.ب. ٩ - بيت لحم
هاتف ٢٧٤١٢٤١
فاكس ٢٧٤٤٤٤٠
مكتب شؤون الموظفين

JOB DESCRIPTION

Job Title: Information Technology Specialist
Department/ Section: Development Office / Communications & Alumni Relations Office
Immediate Supervisor: Communications and Alumni Relations Manager

Job Objective/ Summary:

The Information Technology Specialist (ITS) is an integral member of the Development and Communications staff whose mission is to promote Bethlehem University in such a way as to build relationships and increase donor support for Bethlehem University. The ITS is responsible for providing leadership and implementing a variety of computer-related technical assistance for the Development Office staff so that the efficiency and accuracy of the University's development and communications work is enhanced through the use of technology. Among the areas of responsibility for the ITS are database management, data analysis, designing forms and producing reports, digital photo archiving, developing scanning and electronic document filing systems, and enhancing mail-merge faxing and emailing, etc. The IT Specialist will be also responsible for the development and maintenance of various University websites electronic newsletters.

Duties & Responsibilities:

Main routine duties:

1. Database Administration duties (30% of time)

- Enhance and maintain the development and alumni databases as well as the integration of other database systems (e.g., student scholarship recipients).
- Analyze, design, and generate new reports, functions, sections, and tools for the development and alumni databases as needed.
- Ensure the integrity and security of the data entered in the databases, developing policies and procedures for the database users, providing staff training and implementing systems to review data entry and accuracy.
- Optimize and monitor the performance, security, backup, and recovery of the development databases in coordination with the Computer Center staff.

2. Webmaster duties (30% of time)

- Work with a team of University personnel to propose and develop a new design for the Bethlehem University website, with particular attention to the Alumni, Development, Communications, and Campaign sections.
- Assist in the formulation and enforcement of website policies and standards that, among other things, establish procedures to ensure the readiness, quality, and accuracy of website content, and assist in educating campus constituents about policies and standards.
- Establish procedures to ensure the readiness, quality, and accuracy of websites, providing guidance and training to faculty and staff

- d. Maintain an up-to-date, accurate University website based on broad direction and standards provided by the Communications Office and the Computer Center.
- e. Use technology to promote the website and gather statistical information for analysis.

3. Enhancing Efficiency and Accuracy of work (30% of time)

- a. Assess current Development and Communication Office practices and design and produce electronic forms and filing systems as well as enhanced mail-merge faxing and emailing systems (especially for invitations to graduation and other University events) to enhance efficiency and accuracy.
- b. Assist in the production and distribution of electronic newsletters.
- c. Provide technical advice and assistance to office staff as needed.
- d. Serve as the Development and Communications liaison with the Computer Center on IT related issues.
- e. Assess and enhance digital photo archiving, assisting Guest Relations Officer in delivering visitor photos and Communications Officer in publishing photos
- f. Assist Development and Communications staff in tracking their activity and producing statistical analyses of their activities
- g. Assist Development Office staff to generate attractive and appealing presentations and reports.

Periodic duties: (10% of time)

1. Assist in taking photos of visiting groups and some University activities
2. Assist in the preparation and mailing of annual appeals and university newsletter.
3. Assist other staff in special events and activities as requested by immediate supervisor.

Responsibilities: (Such as membership on committees or councils).

Assist the Graduation Committee, especially with invitations

Participate in various Committee / Task Forces as needed

Special Working Conditions:

Emergency Need: Occasional work outside normal office hours.

Qualifications:

1. Bachelor degree in Information Technology or related field.
2. At least 2 years of practical experience in database administration, development, and web design.
3. Experience in developing databases using MS Access.
4. Experience in using content management systems especially Joomla open source CMS.
5. Good experience in HTML, SQL, PHP, CSS, JavaScript, and familiarity with multiple web browsers and OS platforms.
6. Experience in using graphic design applications (Photoshop or Fireworks).
7. Experience in using Dreamweaver or other web editing applications.
8. Experience in technical support and/or training is a plus.
9. Preferred experience in higher education environment.

Knowledge, Skills and Abilities

1. Excellent, demonstrated interpersonal and communication skills to deal effectively with a diverse and independent-minded departments.
2. Strong writing and editing skills to insure the quality and accuracy of the public presentation of BU's web site.
3. Ability to maintain database-driven content management systems.
4. Strong analytical and problem solving skills.
5. Ability to manage multiple assignments and meet deadlines.
6. Ability to work occasional off-hours duty to permit timely attention to mission-critical functions.

7. A strong sense of graphic design.

This job description may be reviewed annually or as the need arises.
(Last updated on 15 June 2010)

Applications must be sent to Ms. Elsa Hazboun, Director of Personnel Management (ehazboun@bethlehem.edu) and must include:

1. A Cover Letter expressing your interest in seeking this position
2. Your Resume or CV
3. A copy of your Birth Certificate and Identity Card or Passport
4. A copy of your University Transcripts
5. A certified copy of your Highest Educational Degree
6. A completed Bethlehem University “Job Application Form” ([click here for form](#))

If you have any questions, please call the Office of Personnel Management (274-1241 ext 2269 or ext 2236).