

Campus Web Professional

Collegiate Ministries
Position Description

Supervised by: Campus Web Director
Supervises: Campus web technical staff
Status: Full-time / Exempt
National Salary Structure: Level 9
Location: InterVarsity's National Service Center, Madison, WI

POSITION SUMMARY

To advance the purpose of InterVarsity, this position will provide project management and the technical knowledge to design, develop, implement and maintain the Campus Web Ministry.

MAJOR RESPONSIBILITIES

Personal:

- Be a maturing disciple of Jesus Christ: growing in love for God, God's Word, God's people of every ethnicity and culture, and God's purposes in the world

Leadership:

- Lead the technical aspects of developing the Campus Web Ministry (CWM)
- Work with the Campus Web Director to assess CWM opportunities for ministry, capacity and strategy, including:
 - decisions regarding CM-based web developers/coders vs. contracted vendors
 - methods of maintaining, upgrading, developing and launching websites
 - methods of funding CWM and supervising CWM staff
- Lead a team process in the evaluation, selection, installation and on-going use, development and up-grading of web software and equipment, with focus on new and modified Content Management Systems
- Serve various InterVarsity ministries in order to ensure that their sites are current; upgrade and provide training as needed
- Assist with the project planning and the design and implementation of new ministry sites
- Act as liaison to Information Services and Advancement on technical matters as requested by the Campus Web Director
- Participate on the Campus Web Team to accomplish the mandate of greatly expanding the web-based campus ministry
- Ensure compliance to campus web protocols
- Keep current with web design and technology trends and internal/external user expectations

Supervision:

- Provide for the pastoral care and personal development of staff team
- Provide for the training and professional development of staff team
- Hire and supervise campus web technical staff
- Provide regular feedback and evaluation of each staff member, including annual performance reviews
- Oversee the fund development of staff team

Administration:

- Ensure adherence to national policies, procedures, reporting requirements and financial guidelines
- Maintain sound financial status of CWM technology through management of the budget and expense control, and keeping all expenses within budget

Fund Development:

- Raise \$5,000 -\$10,000 per year in personal financial support, and develop a network of prayer support
- Represent InterVarsity to the broader public

QUALIFICATIONS

- Annually affirm InterVarsity's Statement of Faith
- Bachelor's degree required
- 3-5 years work and/or ministry experience
- Demonstrated ability and commitment to work in a diverse team environment
- Current knowledge in computer technology
- Working knowledge required and expertise helpful in coding with web technology (e.g. PHP, CFM, ASP.NET, Cascading Style Sheets (CSS), XHTML, MySQL and scripting languages)
- Demonstrated ability to lead project development
- Able to serve a diverse group of campus web users
- Team building expertise
- Demonstrated ability to complete projects on-time and within budget
- Understanding of technology as a ministry venue and not an end in itself
- Equally comfortable with skilled technology employees and direct ministry employees

Campus Web Professional InterVarsity Christian Fellowship/USA

Frame of Reference

All staff members subscribe annually to the Purpose Statement of InterVarsity:

In response to God's love, grace and truth:
The purpose of InterVarsity Christian Fellowship/USA is
to establish and advance at colleges and universities
witnessing communities of students and faculty
who follow Jesus as Savior and Lord:
growing in love for God,
God's Word,
God's people of every ethnicity and culture
and God's purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God's people. Within the context of InterVarsity's purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

Values:

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

Maturing Disciple of Jesus Christ:

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: "The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control." In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

Team Work:

Each individual staff person is a vital member of Christ's body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. "Whatever your task, work heartily, as serving the Lord." (Colossians 3:23a)