

**Web Developer**

Information Services  
Position Description

Supervised by: Senior Web Developer  
Status: Full-time / Exempt  
Location: InterVarsity's National Service Center - Madison, WI

**To advance the purpose of InterVarsity, this position will** serve staff, students and ministry partners by developing and supporting websites and other communications services for InterVarsity's ministry.

**MAJOR RESPONSIBILITIES:****Develop and maintain web applications and support InterVarsity web sites and services by:**

- Planning and executing installation and development projects
- Developing and maintaining websites for the Gospelcom open source environment and other platforms
- Completing system design and development including requirements, source code control and testing
- Working with clients to ensure they are trained and understand the systems being developed
- Supporting InterVarsity's content management system and methods
- Supporting E-commerce solutions including ePages/Great Plains InterVarsity Store and Pizazz email
- Maintaining documentation, files, statistics, web systems and services
- Serving as backup for Senior Web Developer
- Answering webmaster email messages daily, directing questions and comments to appropriate staff
- Participating in preparations for a new generation of web and communications solutions
- Collaborating with other IS teams, Operations, Advancement and ministry teams

**Contribute to the effectiveness of the Information Services team by:**

- Being responsible for good stewardship and organization of time, money, systems, and materials
- Planning and managing projects for on-time, on-budget completion using IS project management methods
- Advancing state of the art through study, training, conferences, research and experimentation
- Maintaining positive working relationships with other team members and clients
- Maintaining posted office hours during normal working hours, with telecommuting as allowed by supervisor
- Participating in the spiritual life of the NSC, such as chapels, prayer meetings and community events
- Developing a prayer and financial support team to cover a portion of personal salary and benefits

**QUALIFICATIONS:**

- Annually affirm InterVarsity's Statement of Faith
- Bachelor's degree in Information Technology or related skill set preferred
- 1-2 years related experience preferred
- Effective oral and written communication skills
- Ability to handle all matters in a confidential manner
- Demonstrated ability and commitment to work in a diverse team environment
- Occasional evening and weekend availability for special projects
- A working knowledge of these technologies preferred:
  - Microsoft Office applications (Word, Excel, PowerPoint, Access, Outlook)
  - Linux/Unix, Apache, MYSQL, PHP and other open-source solutions
  - Other programming/scripting languages including JavaScript, CSS, xHTML, Perl, VB, Java, C/C++
  - Database design, normalization and performance tuning; Oracle knowledge preferred
  - Content management and CMS systems
  - Understanding of web usability, design, development, testing and security
  - Application development principles for business information systems
  - Project management and client management skills

## **Web Developer 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)