

**MIT Position Description**

<b>Job Title:</b> Web Administrator 2 / Web Administrator 2, SRS	<b>Position Title:</b> Web Developer
<b>Reports to:</b> Director of Web Development, Office of Communications	<b>% Effort or Wkly Hrs:</b> 100%
<b>Department:</b> MIT Sloan Office of Communications	

**Position Overview:**

This role is an integral part of the web development team in the Office of Communications, helping to build, maintain, and improve the main MIT Sloan website, which serves as the school’s primary vehicle to reach its target audience of current and future global business leaders, including prospective students and faculty as well as management practitioners in organizations around the world. The person in this role will work closely with others on the development team and collaborate with colleagues across the Office of Communications, particularly on the digital product team. This developer will strengthen the team’s Drupal knowledge and enhance our ability to do more of our own development, reducing our reliance on outside vendors. This developer will have the opportunity to work on new features and functionality from start to finish, and will be a critical part of our ongoing efforts to continually improve our processes and productivity while working together with colleagues to creatively solve problems and improve our digital presence.

**Principal Duties and Responsibilities (Essential Functions\*\*):** (include percentages to equal 100%)

- Develops, maintains and improves the mitsloan.mit.edu Drupal 8 website and other MIT Sloan web properties (Drupal/Wordpress) (90%)
  - Identifies and troubleshoots bugs and code failures.
  - Delivers implementation of features and functionality in a timely manner meeting established deadlines.
  - Implements front-end styling based on design and UX input and feedback.
  - Works with QA engineers to resolve issues.
  - Creates test coverage for features and functionality including unit tests, behavior tests and regression tests.
  - Works with senior development leaders to improve automation and deployment processes.
- Helps in the planning and ideation of future features, functionality and designs (5%)
  - Participates in SCRUM ceremonies including daily stand-ups, sprint planning, ticket grooming and task estimation.
  - Works with development leadership to break out requirements into tickets and tasks.
  - Works with product and development teams to understand business requirements and provide technical implementation options.
  - Thinks about and proactively provides suggestions to development leadership for functionality and performance improvements.
- Communicates features, functionality, and updates to wider school audience (5%)
  - Supports creation of documentation of features and functionality for technical and non-technical audiences.
  - Keeps documentation up to date.
  - Participates in presentations and demonstrations of deployed features and functionality.

**Supervision Received:**

This position is supervised by the Director of Web Development, Office of Communications.



**Supervision Exercised:** None at this time.

**Qualifications & Skills:**

*MINIMUM REQUIRED EDUCATION AND EXPERIENCE:*

Education:

- High school diploma or equivalent required;

Experience:

- Experience building and configuring sites using Drupal 8
- Experience building and configuring sites using Wordpress 5
- A minimum two(2) years work experience as part of a web development team.

*PREFERRED EDUCATION AND EXPERIENCE:*

Education:

- Drupal 8 Acquia certification (Developer and/or Front-end specialist)
- Drupal 9 Acquia certification a plus

Experience:

- Demonstrated experience building modules for Drupal 8
- Demonstrated experience theming for Drupal 8
- Experience using GIT for code management
- Experience using task management tools, such as JIRA
- Experience working in Agile workflows
- Nice to have: Experience with DevOps processes/tools (CircleCi, pipelines, etc...)
- Nice to have: Experience with Drupal/Wordpress hosting such as Pantheon
- Nice to have: Experience building plugins for Wordpress 5
- Nice to have: Experience theming for Wordpress 5

General:

- Flexible thinker; creative problem solver focused on achieving goals.
- Ability to communicate technical issues to non-technical colleagues and frame problems in a way that they can be understood by others.
- Ability to work collaboratively with other developers.
- Deadline orientation with a track record of on-time delivery.
- Commitment to a positive, high-energy, collaborative work environment.

**Competencies:**

- **Demonstrates desire and drive for learning** that enhances individual performance and contributes to organizational effectiveness
- **Collaborates with others** while respectfully advancing organizational goals and achieving desired outcomes
- **Fosters innovation and experimentation** by applying original thinking, expertise, and professional experience to solve problems and develop new options and approaches
- **Focuses on impact and outcomes** while working to make a difference and achieve organizational goals
- **Acts with caring and a sense of community** while demonstrating genuine respect towards every person

\*\* To comply with regulations by the American with Disabilities Act (ADA), the principal duties in position descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.