

**Duke University**  
**OFFICE OF INFORMATION TECHNOLOGY**  
**POSITION AVAILABLE**

**POSITION TITLE:** Analyst, IT (Web Technologist)

**JOB CODE:** 2423

**JOB BAND:** C

**JOB FAMILY:** 08 (Information Technology)

**WORK SCHEDULE:** Normal hours worked

**DEPARTMENT CONTACT:** Kevin Witte  
1-919-668-0968  
kevin.witte@duke.edu

**POSITION SUMMARY:**

Responsible for the design, development, implementation, integration and operational support of Duke University's web technology infrastructure. Reports to the Senior Manager and Architect of The Office of Information Technology's Internet Framework Services group. Assesses the feasibility of projects, writes requirements and specifications, and researches and recommends technical solutions. Provides technical consultation for the university community.

**DUTIES & WORK PERFORMED:**

Deliver highly customized web-based software solutions that support the mission of the university by specifying, planning, designing, developing, implementing and supporting the web technology infrastructure of the institution.

Complete projects and tasks as assigned. Work with technologists and administrators within OIT and from university schools and departments to identify and design wholesome, creative and robust solutions that meet institutional needs. Continuously enhance OIT's capabilities to enable technology innovation at the university. Meet difficult challenges with eagerness and tenacity.

Provide ongoing technical oversight, maintenance and support of the university's central web technology infrastructure, including but not limited to: portals, content management systems, search engines, collaborative and social software, including wikis and blogs.

Serve as a campus-wide consultant and represent the university to the broader worldwide information technology community.

**SOFT SKILLS:**

- Excellent written, oral, and interpersonal communication skills
- Motivated, focused and self-guiding, works well on a small team
- The ability to interact with both technical and non-technical audiences is critical

#### **SUPERVISORY RESPONSIBILITIES:**

None

#### **QUALIFICATIONS:**

Required:

- 2 - 5 years experience working in web software development
- Experience managing web server software (e.g. apache, tomcat) in Unix-like environments
- Comprehensive understanding of web software development technologies including XHTML, CSS, XML, XSLT, JavaScript and AJAX
- Familiarity with Web Services delivery technologies and techniques, including SOAP and REST
- Ability to generate technical specifications from functional requirements
- Experience writing, maintaining, and tuning enterprise-scale web applications
- Ability to continuously learn and assimilate new technologies

Preferred:

- PHP
- Java
- Ruby On Rails
- Familiarity and experience with common open-source web software and libraries

#### **EDUCATION:**

Required: Four-year degree in computer science or equivalent education and experience

#### **WORKING CONDITIONS:**

Normal office environment.

#### **BENEFITS**

Duke's comprehensive benefits package includes paid time-off (vacation, holidays, sick leave), health, dental, vision, disability and life insurance, educational assistance, and support for professional development and training. As an employee of Duke University you would also enjoy numerous discounted services such as health club memberships, movie tickets, and cell phone services.

#### **ENVIRONMENT**

The Office of Information Technology (OIT) is responsible for managing Duke campus' IT infrastructure, service and support including academic research and enterprise applications. OIT provides leadership and expertise in many areas of Information Technology to Duke entities, including faculty, staff, and students. Specific services delivered include voice, data & video communications, institutional email and administrative applications (payroll, financial ledger, student systems etc.), database, web infrastructure, desktop & helpdesk support, student

computing, data center services, and high-performance computing & academic software systems. OIT is also responsible for developing/upgrading the physical IT infrastructure around campus and maintaining 23 student computer labs.

OIT is a member of Educause, IVY Plus, National LambdaRail (NLR), and has representation at many of the leading technology consortiums that are driving the future growth and use of technology.

Duke University and Durham are located in the Research Triangle, a region that encompasses one of the nation's premier concentrations of academic, corporate, and public research. The Triangle region is rated among the most desirable areas in North America to live and work and has been identified by *Money* magazine as one of the "Best Places to Live" in the U.S.

*Trustworthiness, respect, diversity, learning and teamwork are the hallmarks of Duke's guiding principles. Our accomplishments are dependent on the dedication and expertise of all who work to support Duke's mission.*

### **Application**

Send cover letter and resume to: Scooter Freeney, Human Resources Manager, at [scooter.freeney@duke.edu](mailto:scooter.freeney@duke.edu). Please include **Analyst, IT** in the subject line. Additionally post your resume in Duke database by going to <http://www.hr.duke.edu/jobs/>, use the requisition # to search and apply for this position.

These statements are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

**DATE of POSTING:** January 24, 2008  
Pos #: 50224003  
Req #: 400177495