Web Master

The American University in Dubai invites qualified applicants to apply for the position of Web Master.

The fundamental responsibility of this position is to maintain websites / microsites.

The duties of a webmaster may include: ensuring that the web servers, hardware and software are operating correctly, designing the website, generating and revising web pages, replying to user comments, and examining traffic through the site.

Webmasters manage web pages, sites and applications. They coordinate the design, development, deployment and maintenance of a company's online presence. They are responsible for web developers and graphic artists that work in their department. They oversee all aspects of creating / maintaining a website.

Webmasters play a crucial role in the building and maintaining of websites. It is the webmaster's job to ensure that servers remain up and running for as long as possible and that webpages load quickly and effortlessly. Measuring webpage speed and monitoring a website's uptime. Other tasks of a webmaster include registering domain names, correcting software bugs, tracking traffic, writing and uploading content, dealing with search engine optimization and maintaining security to prevent hacking.

Principle Responsibilities:

- Coordinating web related department responsibilities
- Delegating assignments (With the MC)
- Managing project timeline
- Checking for consistency and quality
- Advising team members
- Attending meeting
- Preparing reports
- Implementing online marketing campaigns
- Conducting internet promotions
- Monitoring servers, databases and other IT systems

Competencies and Skills Used:

- Creative thinker with the ability to understand AUD's wide-range of activities, and to promote and market those activities to global audiences.
- Excellent verbal and written communications skills with an emphasis on translating concepts into compelling and easily understandable terms.
- Ability to represent AUD in a professional manner and easily communicate its mission to outside forums, including but not limited to the media.
- Understanding of a wide range of marketing and communications mediums, including print, video, web, and social media.
- Self-motivated and deadline-oriented, strong organizational skills and ability to self-prioritize.
- Strong interpersonal skills.
- Ability to work as part of a team with minimum supervision.

Essential Qualifications:

Qualifications

- A degree in computer science or software engineering is usually required for this type of work, which demands a good working knowledge of HTML, CSS, XML and Unix. Skills in C++ or Java would also be useful.
- Education/Experience
- Bachelor's degree or equivalent from a recognized, reputable university
- Track record of effectiveness in managing relationships
- Familiarity with the UAE/Gulf business environment
- Strong professional references

Language Skills (Preferable)

- Fluency in Arabic (read, write, speak)
- Fluency in English (read, write, speak)

Computer Skills

- Proficiency in using Microsoft Office (Word, PowerPoint, Excel).
- Knowledge of Adobe Creative Suite (Photoshop, Illustrator, InDesign).
- Website back office management
- Community management skills (FaceBook, Instagram, Twitter, Snapchat etc…)

Other

- Photography skills

Applications will be accepted and evaluated until this position is filled.

This position is suitable for those candidates already resident and under sponsorship in Dubai.

Interested applicants must submit the following requirements via email to recruitment@aud.edu.

(Please state the title of the position as the subject of the email)

- Cover letter
- Updated CV
- Contact information of three (3) academic/professional references

Alternatively, applicants can submit their application materials to the following postal address:

Angele El Khoury
Director of Human Resources
The American University in Dubai
P. O. Box 28282, Dubai, U.A.E.

No telephone calls please.
While we thank all applicants for their interest, only those under consideration will be contacted for a follow-up interview.