



Regis College

Jesuit School of Theology in Canada

La Faculté Jésuite de Théologie au Canada

100 Wellesley Street West

Toronto ON M5S 2Z5

PART-TIME 12 MONTH CONTRACT OPPORTUNITY

Website Administrator

Regis College is a Catholic, Jesuit school of theology, affiliated with the University of Toronto through the ecumenical Toronto School of Theology. Offering Master's and Doctoral degrees, it aims to form women and men for ministry and service in the Church and society according to the charism and traditions of the Society of Jesus and insights of the Spiritual Exercises of St. Ignatius of Loyola.

Purpose: Reporting to the Academic Dean, this one -year contract position (covering a maternity leave) manages the college website with basic, routine updates to existing pages along with designing and implementing new, fresh content that is both attractive and functional.

Hours per week: 21 hours per week

Responsibilities:

- Monitor the performance of the live website to ensure proper functionality.
- Update routine web content on a daily, weekly, and semester-specific basis (e.g. events calendar, course projections table, faculty biographies, creating blog/news content for the front page).
- Design and build new web pages/content areas as requested by internal stakeholders, especially the Office of the Academic Dean.
- Routine maintenance of the WordPress theme, associated plugins, and security updates.
- Troubleshoot content, display, and functionality issues.
- Conduct website performance tests (especially mobile responsivity of new content) and suggesting ways to improve performance, if necessary.
- Refer server or complex functionality issues to the web hosting firm, when appropriate.
- Collaborate with the web hosting/design firm on the resolution of major issues.
- Conduct informal WordPress training/instruction for internal Regis stakeholders, where required.

Qualifications:

- Formal training in WordPress web design and maintenance, e.g. college-level diploma/certificate or continuing education courses in Web Design and Development, strongly preferred.
- Excellent familiarity and ability with the WordPress content management system.
- Proven experience maintaining a WordPress website(s), as demonstrated by a portfolio of work and/or links to custom web content created by the candidate.
- Familiarity with content creation via page builder plugins such as WP Bakery/Visual Composer, a definite asset.
- Basic/intermediate ability to read and write CSS coding is preferred, but not essential to succeed in this role.
- Good understanding of digital information architecture and web aesthetics.
- Self-motivated and able to manage projects and tasks with minimal supervision.
- Ability to multi-task and meet deadlines with attention to detail.
- Experience in an academic environment preferred.
- Some knowledge of French preferred.

To apply, please submit your resume and cover letter in MS Word or PDF format to julie.cachia@utoronto.ca. A review of applications will begin Friday October 16th, 2020.

We anticipate October 26th as the start date for the successful candidate.

Candidates invited for an interview will be asked to provide a portfolio of work and links to WordPress websites they have successfully created and/or maintained.

We thank all applicants for their interest, however only those candidates selected for an interview will be contacted.

Regis College complies with the Accessibility for Ontarians with Disabilities Act (AODA) and will provide reasonable accommodations to individuals with disabilities. If contacted for an interview, and accommodations are needed, please inform us at that time.

October 8, 2020