



POSITION ANNOUNCEMENT

ABOUT AUGUSTA TECHNICAL COLLEGE

Augusta Technical College, a unit of the Technical College System of Georgia, is a two-year college located in Augusta, Georgia. Since its opening in 1961, Augusta Technical College has remained dedicated to promoting educational, economic, and community development in its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties). The college offers over 100 academic programs in high-demand areas such as Allied Health Sciences & Nursing, Business, Public & Professional Services, Cyber, Digital, and Engineering Technologies, accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college also offers adult education/GED, ESL, and continuing education programs through the Division of Economic Development.

ABOUT AUGUSTA, GEORGIA

Augusta, GA, is a regional center for medicine, biotechnology, and cybersecurity. Located near the Georgia/South Carolina border (Central Savannah River Area), the area holds many accolades: Most Neighborly City in America, Best Cities to Start a Business, and a Top Ten Places in the South to Hire Vets. The area is internationally known for the PGA's Masters Tournament held at the Augusta National Golf Club and being the home of James Brown; while also bolstering the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and home of the US Army Cyber Center of Excellence at Fort Gordon.

ABOUT THE POSITION

Job Title: Web Content Maintenance Specialist (Part-Time)

Job Code: 80835

Campus Location: Augusta Campus

Salary: \$17.00 per hour

JOB SUMMARY

The **Web Content Maintenance Specialist** maintains and develops content for the College's website to ensure it is current, relevant, accurate, and aligns with the College's branding strategy. The specialist also designs, codes, and tests technical solutions for web applications and provides technical support for current web applications.

MINIMUM QUALIFICATIONS

An earned Associate degree from a regionally or nationally accredited college in computer technology or a related field **OR** a combination of technical certificates *and* Three (3) years of experience in web design and development.

PREFERRED QUALIFICATIONS

An earned Bachelor's degree from a regionally or nationally accredited college in computer technology or a related field **AND** a minimum of (2) years' work experience in web design and development, customer service, call center, or help desk experience in higher education.

COMPETENCIES

- Effective written and oral communication skills

- Working knowledge of common operating systems (Windows 11), software applications (Microsoft Office Suite), and a Content Management System (CMS)
- Knowledge of HTML, DHTML, and JavaScript programming language
- Ability to create graphics and visuals
- Ability to troubleshoot common PC hardware problems.
- Ability to apply technical skills using software programs to manipulate, restructure, and enhance current web pages
- Good decision making and problem-solving skills
- Ability to organize and prioritize multiple tasks
- Ability to evaluate and analyze existing applications and identify deficiencies
- Good interpersonal skills and the ability to work well with others
- Ability to work responsibly with or without direct supervision

WORK ENVIRONMENT

- Work a flexible schedule
- Occasional evening or weekend work may be required
- Some travel to off-campus instructional sites, vendor conferences, or system meetings for professional development may be required

PHYSICAL DEMANDS

The physical demands described here are representative of those required to perform the essential functions of this job.

- Stand, walk, and sit for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard, mouse, and other computer components

MAJOR DUTIES

- Develop, create, update, and maintain all web content
- Ensure accuracy and consistency of website material and perform daily maintenance on the site
- Implement and manage content according to stakeholder needs while ensuring brand consistency
- Assists with website development and management by researching new developments relative to the World Wide Web
- Automate web site through the use of markup and programming languages
- Recommend developments to improve or to facilitate the performance and function of the website
- Maintain and manage intranets to support internal communications and business processes
- Research and implement web technology to enhance existing capabilities
- Ensure the site is secure against illegal intrusion and abuse
- Assess and review content for compliance with accessibility standards as established in laws and regulations (e.g., Section 508, WCAG 2.1 Level A and AA); make recommendations to ensure compliance with these and related laws, regulations, and standards
- Attend professional development opportunities as scheduled to improve the skills and knowledge necessary to maintain an easy to navigate and growing website
- Respond to internal/external customer concerns
- Other duties as assigned by the IT Director, AVP for Research and Technology, Provost, and/or President

APPLICATION DEADLINE: The position will remain open until filled. All application packets MUST be completed via the Online Job Center at [JobCenter \(easyhrweb.com\)](http://JobCenter (easyhrweb.com)). As a part of the application process, interested candidates will be required to upload other documents, including a resume, cover letter, and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. **Note: Due to the volume of applications received, we are unable to contact each applicant personally. If we are interested in scheduling an interview, a representative from our college will contact you.**

Equal Employment Opportunity Statement

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government, including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships, and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

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