Job Description – Web Master for Center for Global Asia

Department: Provost’s Office
Reports to: Director, Center for Global Asia

Position Summary

The Web Master for Center for Global Asia will create and maintain the Center’s website, produce and distribute e-newsletter and web-based working papers, and coordinate event announcements and registrations. This position reports to the Director of Center for Global Asia.

Responsibilities

- Creates, designs and prepares layouts for a variety of web-based projects including website, e-newsletter and web-based working papers;
- Develops and maintains intuitive, user-friendly and technically efficient web pages;
- Updates site content and structure in coordination with relevant departments;
- Enhances user interface;
- Troubleshoots website operation, tracks site usage statistics and monitors performance;
- Produces applications, forms and related web pages;
- Designs and prepares elements/graphic images for the web;
- Locates and debugs website issues;
- Coordinate event announcements and registrations;
- Collaborate with other NYU Global Asia centers on projects and tasks, and
- Other related duties as assigned.

Qualification

- **Required Education**
  Bachelor’s degree in computer science or a related computer field.

- **Required Experience**
  Experience in designing, programming, maintaining, implementing, and enhancing computer software applications.

- **Required Knowledge, Skills, and Abilities**
  - Excellent command of both spoken and written Chinese and English.
  - Familiar with data communication software and database design and programming.
  - Competency with latest graphical design software and Internet Networking Protocols (TCP/IP, HTTP, HTTPS, etc.) is essential.
  - Demonstrated ability to prioritize, work under pressure, and meet deadlines.