

New Peralta Web Sites – Technical Support

Initially, technical support staff (webmasters) will be Peralta adjuncts with non-teaching assignments. During the development year (2009), there will be two or three half-time positions. There will then be three or four half-time positions on an ongoing basis. These positions can be centrally located or situated at individual campuses and can be filled by adjuncts or regular Peralta instructors with release time.

Responsibilities (development year and ongoing)

- Help establish and administer Web site accounts for faculty, staff, and administrators district-wide.
- Help migrate content from existing sites to new sites.
- Present workshops at each Peralta campus to assist faculty, staff, and administrators with Web site development. Workshops will focus on editing, uploading images, adding links, understanding themes and templates, and other Web site functions.
- Develop presentation materials, user manuals, and other documentation.
- Provide one-on-one Web site training sessions.
- Work with template/accessibility expert to develop information architecture, branding, and linkage.
- Provide administrative support, troubleshooting, upgrade assistance, and other duties as needed.