



**COMMUNICATIONS ADMINISTRATOR, WEB  
COMMUNICATIONS  
TECHNICAL ACTIVITIES - NJ  
EOE M/F/D/V**

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Full-time Exempt

9 February 2009

**Job Code: E2508-21072  
Salary Band: EE04**

**Responsibilities:** As part of the IEEE Technical Activities Department, the Communications Administrator works with IEEE staff and volunteer teams to develop business requirements and develop information architecture. He/she will track web analytics, develop user documentation and support communication plans for a variety of highly-visible Technical Activities programs that support IEEE's strategic goals. The incumbent will write and edit content for the web, electronic presentations, and other electronic communication. He/she will participate in interactive design process and ensures business strategy is translated into a product that meets business, user, technical and creative expectations. This position will create and update web pages along with monitor broken link reports and fix errors. He/she will develop an understanding of business needs and underlying issues (immediate and long-term). The incumbent will effectively communicate and collaborate with technical and nontechnical staff and volunteers while developing ongoing, long-term relationships with internal and external contacts to promote productive collaboration. Communications projects include, but are not limited to, operational processes, web sites, web pages, newsletters, multimedia, electronic documents and reports.

**Requirements:** Bachelor's Degree preferably in communications, business, English or related field. Two year of web/corporate Communications work. Two years of experience writing and editing for the web; web site development, web content development, web content management, design and development of best practices. Two years of Customer / client services. Two years of HTML, CSS, Javascript and XML experience. One year of experience working with, and following, style and usage guides. One year of Web Analytics, Graphics manipulation and creation and User requirements development experience. One year of Usability / User-centric design practices and familiarity with usability testing. Virtual collaboration skills (i.e. IM, VoIP, email, etc.), two years of experience. Working knowledge of hand-coded HTML. Working knowledge of hand-coded CSS. Familiarity with client-side Javascript and familiarity with XML. Content management systems and MS Office. Adobe Acrobat Professional and Adobe Photoshop/Creative Suite (or equivalent). Willingness and ability to learn new tools and technologies.

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