

Research Network Web Developer

ArcticNet (<http://www.arcticnet.ulaval.ca>) is a not-for-profit organization funded by the Network of Centres of Excellence of Canada program to bring together scientists and managers in the natural, human health and social sciences with their partners from Inuit organizations, northern communities, federal and provincial agencies and the private sector. The ArcticNet Administrative Secretariat is hosted by Université Laval in Québec City and supports the similar needs of both organizations. The Web Developer oversees the websites, database and web server of ArcticNet.

WORK DESCRIPTION:

Under the supervision of the ArcticNet Executive Director, the Web Developer has the following responsibilities:

Website:

- Maintain and update the ArcticNet, Amundsen Science and ArcticNet conference/meetings websites
- Provide code for all web applications
- Fix any errors/bugs in the code
- create graphical elements
- Manage the database and all domain names
- Provision of technical support to end-user clients and organization staff
- Make server updates

Other:

- Support the Reporting process used by research network investigators:
 - a. Format the progress reports to be reviewed by the Research Management Committee
- Support the Reporting process use by the organization:
 - Provision of required annual statistics (from the database) to complete the network's mandatory NCE reports
 - Provision of statistics on an as-needed basis
- Participate actively in the Annual Scientific Meeting organization (both before and during the conference)

ESSENTIAL QUALIFICATIONS

- 2-5 years experience working on a live production server
- Initiative to identify and resolve coding issues
- Good knowledge of web security best practices (ex: OWASP top ten vulnerabilities)
- PHP Object Oriented Programming
- MySQL administration
- Javascript, HTML et CSS

ASSET QUALIFICATIONS:

- Experience with Linux or Ubuntu Server
- Proficiency with Excel, Word, PowerPoint
- Proficiency with Acrobat, InDesign, Illustrator and Photoshop

PERSONAL SUITABILITY:

- Very strong teamwork skills
- Ability to work independently, when required
- Excellent work organizational and prioritization skills to meet deadlines
- Bilingual

WORKPLACE:

The ArcticNet Administrative Secretariat and Amundsen Science are located at Université Laval in Québec City.

WORKING CONDITIONS:

The office environment is predominantly French/bilingual. The majority of organization clients and stakeholders are unilingual English therefore most external communications are in English. Some travel is required. Contract of up to two years in duration with possibility of renewal. Salary commensurate with work experience.

Submit your CV and a detailed Cover Letter describing how you meet the Qualifications and Personal Suitability requirements in French and English to:

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