UNIVERSITY-STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
Web Designer

Work Class: Non-Exempt  
Work Schedule: 5/40 Monday – Friday  
Occasional weekend and evening work required  
Rate: $43,529 – $56,572/Year  
(Typical starting salary, $44,000)

General Statement:  
The Web Designer is responsible for creating and maintaining of the University-Student Union website and is also responsible for assisting with the daily operation, administration, and supervision of the University-Student Union Graphics Department.

Responsible To: Director of Graphics and Marketing

Qualifications:  
- Willingness to work with an ethnically diverse and culturally pluralistic student body and staff required.  
- A Bachelor’s Degree in graphic design, computer information systems or a related field required. Two years of full-time experience in web design may be substituted for degree. (Degree must be completed by employment start date).  
- Knowledge of and skill in adapting critical issues of web design required.  
- Proficient in PC and Mac required.  
- Experience in web development tools such as Flash, Dreamweaver, Adobe Creative Suite, HTML5, CSS3, PHP, Web Standards required.  
- Knowledge of Microsoft Office 365 including Excel and PowerPoint required.  
- Experience in online form creation preferred.  
- Ability to supervise and work with students on a daily basis required.  
- Strong oral/written communication and organizational skills required.  
- Ability to work effectively in a demanding, deadline-driven environment required.  
- Experience with responsive web design required.  
- Experience in multimedia web content including streaming video/audio media, and motion graphics preferred.  
- Experience in user experience design, social media marketing and mobile application preferred.

Essential Duties:  
- Responsible for designing, optimizing and maintaining the U-SU website including ATI compliance, content updates, coding, web graphics, and improved usability.  
- Create and maintain website technical manual.  
- Create and edit web graphics.  
- Manage online graphics database.  
- Responsible for creating the U-SU mobile app.  
- Create Google Analytics reports and conduct analysis.  
- Coordinate and monitor web designer projects.  
- Manage website and database archive.  
- Maintain department technology inventory.  
- Maintain and troubleshoot all Mac workstations as needed.  
- Maintain and update all digital signage requests.  
- Assist in department administrative tasks.  
- Assist in training and leading the graphics department student employees.  
- Assist in monitoring the department budget.  
- Attend staff meetings.  
- Assist in U-SU wide events.  
- Perform other duties as assigned.

Review of applications will begin January 8, 2020 and continue until the position is filled. A completed application, resume, and cover letter should be emailed to jobopenings@cslanet.calstatela.edu

Link to application: https://www.calstatelausu.org/usuforms/usu/ProfessionalEmployment.pdf