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

Work Class: Non-Exempt
Work Schedule: 5/40 Monday–Friday weekends/evenings may be required
Annual Rate: $43,529 – $56,572

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

POSITION SKILL REQUIREMENTS:
• Willingness to work with an ethnically diverse and culturally pluralistic student body and staff required.
• A Bachelor’s Degree in web/graphic design 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.
• Ability to develop and coordinate all visual aspects of web advertising and promotions required.
• Experience in web development tools such as Flash, Dreamweaver and Adobe Creative Suite required.
• Familiarly with HTML, JavaScript and industry standard programming languages required.
• 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 fast-paced, high production environment required.
• Experience with responsive web design required.
• Experience in multimedia web content such as streaming video/audio media, and flipbook preferred.
• Experience in social media marketing and mobile application preferred.

SPECIFIC DUTIES AND RESPONSIBILITIES:
• Responsible for maintaining the U-SU website including ATI compliance, content updates, coding, web graphics, and creating/maintaining website technical manual.
• Responsible for creating the U-SU mobile app.
• Keep up-to-date on web development and trends required.
• Create Google Analytics reports and conduct analysis.
• Coordinates and monitors web designer projects.
• Maintain the technology inventory for the department.
• Maintain and troubleshoot all Mac workstations as needed.
• Maintains department project portfolio and prepares monthly report of progress.
• Maintains and updates all digital signage request.
• Assists in develop the U-SU annual report, handbook, and reports as needed.
• Assists in daily administration, training and leading of the graphics department staff.
• Assists in monitoring the department budget.
• Attends staff meetings.
• Assist in U-SU wide events.
• Performs other duties as assigned.

Closing Date: Review of applications will begin October 30, 2018 and continue until the position is filled. A completed application, resume, cover letter, and a link to online portfolio should be emailed to jobopenings@cslanet.calstatela.edu
Click here for link to application https://www.calstatelausu.org/usuforms/u-su/ProfessionalEmployment.pdf