



CALIFORNIA STATE UNIVERSITY, LOS ANGELES
**UNIVERSITY
STUDENT UNION**

5154 State University Dr.
Los Angeles, CA 90032

Website:

www.calstatela.edu/usu

Office Hours:

Monday-Friday
8:00a.m.-5:00p.m.

The University-Student Union is an Affirmative Action/Equal Opportunity Employer. Applicants will be considered without regard to their race, color, religion, marital status, national origin, sex, age, pregnancy, sexual orientation, disability, military and veteran status, or other status protected by state or federal regulation within the limits imposed by law.

The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

**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>