



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

5154 State University Dr.
Los Angeles, CA 90032

Phone:
323.343.2450

Fax:
323.343.5101

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.

In order to be eligible for employment with the University-Student Union, a student assistant must be officially admitted to the University and must have at least a 2.0 G.P.A.

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.

STUDENT ASSISTANT JOB OPPORTUNITY **Web Site Designer/Technician**

Hourly Rate: \$11.50 - \$13.00 per hour; non-exempt classification

Work Schedule: Up to 20 hours per week as developed with Web Designer.

Training Period: Two months, with possibility of extension.

General Statement:

The Web Site Designer/Technician is responsible for creating, updating, and maintaining the University-Student Union web site. The Web Site Designer/Technician will also be responsible for developing and creating promotional materials to market the site. In addition, will develop and maintain the electronic resource library for the department.

Specific Duties and Responsibilities:

- Maintain daily Web content updates such as events, photos and news
- Create and maintain online forms
- Develop images and icons for web optimization format
- Integrate third party software into our web applications
- Weekly backup of U-SU web site and MySQL database
- Maintain accurate logs of web site analytics
- Develop and create promotion packets and materials
- Maintain the digital signage display daily
- Attends bi-monthly Graphics Department meetings
- Performs other duties as assigned

Required Qualifications:

- Prior we design or web programming experience
- Willingness to work with an ethnically diverse and culturally pluralistic student body
- Ability to develop and coordinate all visual aspects of Internet advertising and promotions
- Experience with web editing software is required
- Knowledge of html, html5, php, Javascripts and MySQL scripting languages preferred
- Knowledge of web page design and layout in responsive environment
- Efficient with Macintosh platform preferred
- Proven communication, interpersonal, and organizational skills
- Experience with user interfaces, image optimization, scripting, web accessibility standards, design & development standards, and cross-platform issues
- Experience with cross browser compatibility coding and troubleshooting

Closing Date: Review of applications will begin on Wednesday, October 31, 2018 and continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. You may print an application from our website: www.calstatela.edu/usu/employment or visit our office in Room 306. A completed application is required.

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