

Position Description

Department: Associated Students Marketing

Job Title: Website Developer

Position Overview:

Under general supervision from the Marketing Manager and Marketing Coordinator, the Web Designer is responsible for developing, designing, and maintaining the Associated Students' (AS) Web site; and for providing daily interaction and support for all marketing areas.

Duties:

- Designs, maintains and monitors the AS Web site, including setting up additional pages.
- Analyzes and provides suggestions regarding page layouts.
- Designs site navigation prototypes for review and approval.
- Designs, edits, and enhances images suitable for publishing over the Internet.
- Creates PDF (Portable Document Format) for forms, documents and/or large publications
- Provides technical advice and recommends hardware and software purchases as required. to create, maintain, and publish Web data.
- Creates monthly electronic newsletter sent by email (E-News & Views).
- Meets with clients to determine needs.
- Performs other related duties as assigned.

Qualifications:

- Must be currently enrolled as a CSUN student.
- Proven knowledge and ability to hand code HTML, and some knowledge of stet.
- Knowledge of CMS, CSS, PERL, Javascript, PHP, and other programming languages strongly preferred.
- Knowledge of creating Web sites that pass W3 standards and ADA compliance strongly preferred.
- Knowledge of working with a Windows NT server for Web uploads strongly preferred
- Knowledge of current browsers (Microsoft Internet Explorer, Mozilla Firefox, Netscape Navigator, Opera, and Safari)
- Proven knowledge and ability in the use of Apple and Windows PC platforms, Adobe Photoshop, Adobe Illustrator, Adobe, Adobe Acrobat, Macromedia Dreamweaver, and Microsoft Office.
- Leadership and organizational skills required.
- Ability to communicate effectively with others in English, both verbally and in writing.
- Ability to work independently without close supervision.
- Ability to work with others in a team environment.
- Typing or word processing skills strongly preferred.

Hours: up to 20 hours per week

Classification: II

Desired Major(s): College of AMC preferred

Desired Class Level(s): Sophomore and above

Background Check: Not Required