Position Title:	Part-Time Web Designer, Archives		
Reports To:	Director		
Department:	Wolfson Archives	**Job Code:**	8308
Prepared By/Date:	Donna French/10-29-2012	**Job Group:**	Class-R
Approved By/Date:	Rene Ramos/10-29-2012	**Salary Grade:**	CT
Revised:		**FLSA Status:**	Non-Exempt

Summary:
The Part-Time Web Designer updates and designs grant-funded Website, and provides technical support and assistance in development of Web applications.

Essential Duties and Responsibilities:

- Updates web content
- Integrates video and photographic content to site
- Coordinates with staff to make sure that content on the site is accurate and current
- Keeps supervisor informed of progress on a weekly basis
- Maintains and updates social media components of web presence
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Working knowledge with design projects for mobile platforms, including smartphones and tablets
- Working development of web content for mobile and desktop browsers
- Possess a strong command of hand coded XHTML, CSS, and JavaScript
- Familiarity with client/server and mobile architecture
- Familiarity with W3C web standards compliance, best programming practices and cross-browser testing
- Knowledge of development for Google Maps
- Possess excellent interpersonal skills; as well as, written and oral communication skills
- Ability to provide a portfolio of developed sites and technical references
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:
Non-Essential

Minimum Requirements:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- High School Diploma or G.E.D. equivalent from a regionally accredited institution and two (2) years of experience in Web Design or Web Development; or Associate's degree in a technically related field and one (1) year of experience in Web Design or Web Development; or any combination of education and experience

ACKNOWLEDGEMENT
I have read and acknowledge receipt of a copy of my job description.

_____ _____
Signature Date

_____
Printed Name