

Social Media Assistant/Web Designer

Pay Classification: Student Assistant Level II; \$17.90-\$18.65 per hour.

Work Schedule: Up to 20 hours per week as assigned.

Training Period: 90 days probationary period with possibility of extension.

General Statement:

Under the supervision of the Assistant Director Engagement & Development, the Web Designer/Social Media Assistant is responsible for developing, maintaining and monitoring the Loker Student Union (LSU) website and social media presence.

Specific Duties & Responsibilities:

- Design, maintains and monitor the Loker Student Union website and affiliate websites, including setting up additional pages and pop-up windows as required following standards of section 508.
- Analyze and provide suggestion/s regarding page layouts.
- Effectively utilize illustrations, photography, and clip art to enhance website or online material.
- Design, edit and enhance images suitable for internet publishing.
- Create PDF for forms, documents and/or large publications.
- Develop promotions for the LSU through social media (i.e. Facebook, Twitter, Instagram).
- Consults with Assistant Director Engagement & Development to develop ad/promo packages as requested.
- Receive and complete a high volume of publicity request for the LSU.
- Perform other duties and/or special projects as assigned.
- Adheres to LSU and Student Assistant Employee Handbook policies and procedures.
- Attend required student employee staff meetings and trainings.
- Ensure that the area is clean, well-maintained and organized.

Skill Requirement:

- Willingness to work with an ethnically diverse and culturally pluralistic student body and staff.
- Proven knowledge and ability in Web site design, WordPress, hand code HTML.
- Knowledge of CSS, Javascript, PHP, and other programming languages, strongly preferred.
- Knowledge of creating Web sites that pass W3 standards and ADA compliance, strongly preferred.
- Proven knowledge and ability to use Apple and Windows PC platforms, Adobe Creative Suite CS6 (Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Adobe Acrobat, Dreamweaver), and Microsoft Office programs.
- Knowledge of the principles of graphic design and typography including the ability to design, layout, and prepare finished artwork to develop a visual product.
- Able to work independently without close supervision.
- Proficient verbal and written communication skills.
- Good organizational skills: ability to prioritize, complete assigned work duties and handle a wide variety of tasks.
- Strong interpersonal skills for work in a team environment.
- Attention to detail.

Employment Eligibility:

Employment with LSU is open to any qualified CSUDH student enrolled at least half time, 6 units undergraduate or 4 units graduate, and has a legal right to work in the United States. In addition, the student employee must at least have a 2.0 cumulative G.P.A. for undergraduate students and 3.0 cumulative G.P.A for graduate students. Individuals enrolled only in extension courses are not eligible for hire.