Position Title: (Proposed)
Web Developer

Department
Marketing

Employee Name

Supervisor
Erik Pinlac

Does this position have any supervisory responsibilities? □ Yes  ☒ No
If YES, please list names and titles of people this position is responsible for supervising:

Department Summary
This department supports social media and marketing communications needs for the entire organization. Through these efforts students are informed about the work of ASI as well as upcoming events and activities.

Summary of position
Under the supervision of the Marketing Coordinator (or Executive Director when Marketing Coordinator is absent), the Web Developer is responsible auditing and maintaining the ASI website, creating new pages as needed, developing promotional materials, social media, and web graphics supporting Associated Students, Inc. (ASI) and partnership events. The Web Developer is also responsible for updating the ASI marquee, BaySync pages, and updating the weekly agendas and minutes. In addition to the Web Developers regular duties, they will help produce visual solutions to the communication needs of ASI departments using a mix of creative skills to produce materials in line with the overall ASI image and awareness plans. This position also assists in the production of marketing materials and distribution to departments and boards around campus.

Role/Function of the position
List the major functions of the positions with the % time base allocated to each function

<table>
<thead>
<tr>
<th>% Time Base</th>
<th>Position Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>30%</td>
<td>Maintain ASI website content through the CMS Cascade server</td>
</tr>
<tr>
<td>20%</td>
<td>Work with Marketing Lead and other personnel on projects pertaining to the Organization’s website and social media accounts</td>
</tr>
<tr>
<td>10%</td>
<td>Stay informed on new creative tools and techniques to produce new ideas, and use innovation to define a design that meets the constraints of chosen media, time, and cost.</td>
</tr>
<tr>
<td>10%</td>
<td>Work well in a team and participate in staff meetings and on-going staff development trainings. Interact with vendors, printers, photographers, web developers and copywriters to deliver final products.</td>
</tr>
<tr>
<td>20%</td>
<td>Organize and Maintain content on LED Marquee Signage.</td>
</tr>
<tr>
<td>10%</td>
<td>All other duties as assigned.</td>
</tr>
</tbody>
</table>

Minimum Qualifications of the position
To perform this job successfully, this individual must be able to perform each essential duty and responsibility satisfactorily.
Experience:
1. Must be a current CSUEB Student.
2. Current ASI employees preferred but open to other applicants.
3. Requires excellent time management skills.
4. Requires excellent verbal and written communication skills.
5. Requires patience and confidence when working with contacts.
6. Requires a good command of the Adobe Illustrator and Photoshop CS5 of higher.
7. Requires a full understanding HTML, CSS, and JavaScript.
8. Experience with CMS Cascade is not a required, but will be taken into consideration.

Degree Level
☒ High School Diploma ☐ BA/Bs ☐ Master’s Degree ☐ PhD/EdD

Degree Level Desired
☒ High School Diploma ☐ BA/Bs ☐ Master’s Degree ☐ PhD/EdD

Required Knowledge Skills and Abilities
1. Required to have a working knowledge of HTML, CSS, and JavaScript, and in accordance with accessibility requirements.
2. Design and develop websites and web assets from a defined set of brand guidelines and graphic standards.
3. Preferred skills in responsive web design concepts, and associated frameworks (Primarily Bootstrap).
4. Ability to handle multiple work projects, organize and prioritize them.
5. Ability to operate printers, copier and fax machines.
6. Demonstrated capacity to work effectively in a University environment including its programs and services, requirements and procedures and the overall mission and goals of an educational institution
7. Requires excellent verbal and written communications skills.
8. Requires excellent interpersonal skills.
9. Ability to design marketing materials quickly
10. Ability to change designs based on feedback quickly without emotional ties to the work
11. Preferred skills in Adobe Illustrator and Photoshop, Final Cut Pro, Microsoft programs; including Word, Excel, Outlook, Facebook, Twitter, and Instagram.

I have read this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of Human Resources.

I have discussed any questions I may have had about this job description prior to signing this form.

Signature of Employee ___________________________ Date ___________________________

Signature of Supervisor ___________________________ Date ___________________________

Signature of HR Director ___________________________ Date ___________________________