The Student Center for Academic Achievement (SCAA)
WEB DESIGNER JOB DESCRIPTION

Web Designer Position Overview:
The SCAA Web Designer, with the consultation of the SCAA Director, will be responsible for maintaining and updating the user interface, content, information architecture, layout of specific pages, and graphic elements of the SCAA website and social media platforms. This position will help strengthen our internet presence and provide an online platform for CSUEB students, staff, and faculty to learn more about and engage with SCAA services and events. The SCAA Web Designer will be paid the hourly SCAA tutor rate for up to 10 hours a week. The web designer will also receive training from the university on how to use Cascade CMS, which they will use to maintain the website.

Web Designer Responsibilities:

- Maintain content and design standards for the SCAA website that ensure usability and accessibility for all SCAA stakeholders
- Update and maintain website content in partnership with the SCAA Director
- Maintain California State University, East Bay branding and style to align with the design standards set forth by the Office of Communications
- Ensure that all page layouts and design elements work within a variety of browser types and screen sizes
- Periodically employ usability testing to ensure that web services meet the needs of SCAA’s constituency

Requirements:

- Demonstrated proficiency in web design, interface design, web design standards and trends, and Adobe Creative Cloud
- Strong visual, organizational, and written communication skills
- Some front-end web development experience required including HTML, CSS, and their respective best practices.
- Experience with Wordpress, Squarespace, Wix, or other content management systems is a plus
- Must be creative and proactive

Please submit a resume and cover letter to Dr. Shonda Goward @ scaa@csueastbay.edu