

## Student Web Designer Position Overview



### Student Housing

**Application Deadline: Sunday, February 17<sup>th</sup>**

#### Job Description

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The Student Web Designer performs and is responsible for specific duties involved with the planning, organizing, execution and application of a comprehensive knowledge of web design. This position assists with all aspects of the on-campus living marketing program, with specific focus on the development, administration and maintenance of Student Housing's web presence. This position is year-round.

The Student Web Designer is under direct supervision of the Marketing and Summer Conference Coordinator.

#### Minimum Qualifications

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- Web design experience or taken courses, graphic design experience or taken courses. Additional experience that demonstrates the acquisition and successful application of the required knowledge, skills and abilities.
- Ability to read and write at a level appropriate to the duties of the position and ability to perform arithmetic computations where required.
- Ability to use office equipment including copier, fax, and calculator.
- Ability to use computer and software including Microsoft Word and Microsoft Excel.
- Ability to use Adobe Photoshop for web design and maintenance.
- Ability to read and write in HTML and CSS coding.
- Experience in working with content management systems including WordPress.
- Be a currently enrolled Fresno State student in good financial and disciplinary standing.
- 12-15 hours per week during the Fall & Spring semesters. 35-40 hours per week during the Summer.

#### Preferred Qualifications

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- Ability to learn additional software programs/applications including but not limited to Adobe InDesign and Adobe Illustrator, Adobe After Effects, Google Apps Script.
- Experience in working with digital signage content management such as Rise Vision.
- Ability to track current trends in the web design field in order to keep the website up-to-date.
- Ability to understand and incorporate PHP, JavaScript, and JQuery coding when needed.

#### Expectations

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- Commitment to work cooperatively as a team member with a diverse group of people.
- Complete all responsibilities with confidentiality.
- Ability to arrive on time and work all scheduled shifts. (Winter and Spring Recess hours are flexible)
- Read and completely understand the 2019-2020 on-campus living application packet, Student Housing Handbook and Weekly Planner, and other written materials as provided.
- Ability to handle multiple tasks and deadlines.
- Fulfill responsibilities of position description and stated job expectations.
- Behave in a professional and businesslike manner.
- Uphold both the California State University, Fresno Association Inc. policies as stated in the Student Housing Handbook and the Integrity Standards.

## Primary Responsibilities

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- Assist with the on-going planning and development, administration and maintenance of Student Housing's website.
- Provide suggestions for the development, planning, evaluation and execution of an online application and registration system specifically designed for Student Housing academic year residents and summer conference guests.
- Lead the interaction, usability, content and visual design of the website(s) and web applications.
- Provide creative solutions to produce an attractive, innovative and easy-to-use site(s).
- Troubleshoot and resolve operational issues of a website.
- Defining and refining web strategy, standards, graphic design, screen layouts, navigational features, functional design, and usability testing.
- Providing key recommendations and strategy for the web as it relates to our marketing goals and initiatives.
- Provide up-to-date website documentation.
- Responsible for the maintenance of the TV's digital signage.

## Secondary Responsibilities

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- Provide walking tours of Student Housing to prospective residents, university community and campus visitors.
- Assist with the preparation and delivery of various marketing presentations and activities for the University, Student Housing, and community events. Examples: SAFARI, Preview Day, Opening Day, and more.
- Promote on-campus living and summer accommodations on a daily basis with all contacts including students, residents, faculty, administrators, vendors, coworkers, campus, community and others.
- Meet established work priorities and deadlines. Review weekly with supervisor.
- Other duties as assigned.

## Compensation

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- \$12.00 per hour. If selected for this position, you will need to show proof of eligibility to work in the United States (Social Security card or international work permit card) and photo ID (California Driver's License or Passport) prior to beginning the position.

***An initial employment offer and continued employment is contingent upon a satisfactory background investigation, and other applicable conditions.***

*Remove this coversheet before submitting your application*

**Personal Information:**

*Please print legibly*

Name: \_\_\_\_\_ Fresno State ID#: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Major: \_\_\_\_\_ # of College Units Completed as of Fall 2018 \_\_\_\_\_ Cumulative GPA \_\_\_\_\_

**Permanent Address:**

Street Address	Apt/Suite
City	State
	Zip Code

**Local/On Campus Address:**

*Check this box if your Local/On Campus Address is the same as your Permanent Address.*

Street Address	Apt/Suite
City	State
	Zip Code

1. Have you ever been employed at Fresno State Student Housing? (Circle One)

YES NO

If yes, list the position(s) held and date(s) of employment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. List other previous employers (at least two years), including any volunteer hours, and briefly describe the type of work performed:

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\_\_\_\_\_  
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3. Briefly describe any customer service experience you have provided in a volunteer or paid position:

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4. Briefly describe your web design experience and course work:

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5. What experience do you have with Content Management Systems?

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6. What coding languages do you know? (HTML, CSS)? Which are you most experienced in?

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7. What qualities or skills do you have that make you the best candidate for this position?

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**Scheduling**

Are you available to work an average of 12-15 per week hours during the Fall and Spring semesters? Circle one:

YES

NO

Are you available to work at least 35-40 hours per week during Summer 2019? Circle one:

YES

NO

If not, please explain any commitments: \_\_\_\_\_

Please indicate the times you are **AVAILABLE** to work during Spring 2019 each day.

	Time
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

**On a separate sheet of paper, please provide your Spring 2019 class schedule**

**References**

1. Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Occupation and Title: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Occupation and Title: \_\_\_\_\_

***Please attach your portfolio or anything that exemplifies your web-based experience.***

I certify that the information provided in this application is true and correct to the best of my knowledge.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Return the completed application and resume to the Atrium Customer Service Desk, or mail to:  
Fresno State Student Housing 5152 N. Barton Avenue M/S RH 82 Fresno, CA 93740-8013**

If you have any questions please contact the Marketing and Summer Conference Coordinator, Aimee Caneva, at [acaneva@csufresno.edu](mailto:acaneva@csufresno.edu).