

**Student Web Designer
Position Overview****FRESNO STATE**

University Courtyard

Job Description

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 University Courtyard's web presence.

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

Minimum Qualifications

- Web design experience or courses, graphic design experience or 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 and software required for web design and maintenance including Adobe PhotoShop.
- Ability to read and write HTML and CSS coding.
- Experience in working with content management systems such as Concrete 5 and Word Press.
- Be a currently enrolled Fresno State student in good financial and disciplinary standing.

Preferred Qualifications

- Ability to learn additional software programs including but not limited to Adobe DreamWeaver, Word Press, Joomla, Print Shop Graphics, Fireworks, Adobe InDesign and Illustrator, Flash, Microsoft SQL, After Effects and PageMaker.
- Ability to track current trends in the web design field in order to keep the website up-to-date.
- Must have experience living at University Courtyard and be in good financial and disciplinary standing. (Current residents will be given preference)

Expectations

- 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 2015-2016 on-campus living application packet, University Courtyard Student 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, businesslike manner.
- Uphold both the California State University, Fresno Association Inc. policies as stated in the University Courtyard Student Handbook and the Integrity Standards.

Primary Responsibilities

- Assist with the on-going planning and development, administration and maintenance of University Courtyard's website.
- Provide suggestions for the development, planning, evaluation and execution of an online application and registration system specifically designed for University Courtyard 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

Secondary Responsibilities

- Provide walking tours of University Courtyard to prospective residents, university community and campus visitors.
- Assist with the preparation and delivery of various marketing presentations and activities for the University, University Courtyard, and community events. Examples: SAFARI, University 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

- \$10.50 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.

Remove this coversheet before submitting your application

Personal Information:

Name: _____ Fresno State ID#: _____

Phone: _____ E-mail Address: _____

Major: _____ No. College Units Completed as of May/2015 _____ 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 University Courtyard? (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:

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

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

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

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

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

Scheduling

Are you available to work academic year 2015-2016? Circle one:

YES

NO

Are you available to work summer 2016? Circle one:

YES

NO

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

	Time
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

On a separate sheet of paper, please provide your Fall 2015 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 to the Atrium Customer Service Desk, or mail to:
University Courtyard 5152 N. Barton Avenue M/S RH 82 Fresno, CA 93740-8013**

Applications will be accepted until the position is filled.

If you have any questions please contact the Marketing and Summer Conference Coordinator,
Matt Gorella, at mgorella@csufresno.edu.