



CAREER OPPORTUNITY

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Position Information

Posting Date: May 6, 2008
Working Title: Webmaster Assistant
Reporting Unit: International & Extended Studies
Requisition Number: 13362
Salary Range: \$3,181/month - \$4,774/month
Hiring Range: \$3,181/month - \$3,580/month
Excellent Benefits Package: [California State University Employees Union\(CSUEU\) Benefits Summary](#)
First Screening Date: May 20, 2008
Applications received after the first screening date will be considered at the discretion of the University.
Position Classification: Graphic Designer I
Bargaining Unit: California State University Employees Union

About the Position

International and Extended Studies (IES) coordinates continuing education and professional development programs for San José State University. Receiving work lead direction from the IES Information Technology Services (ITS) Administrator, the Webmaster Assistant will create, populate, and maintain websites for IES projects using appropriate tools. The Webmaster Assistant will also assist in the development, production, coordination and management of department websites.

Responsibilities include, but are not limited to:

- Assist in populating content in accordance with University & CSU standards
- Provide support in training others to use content management tools for establishing and editing websites
- Ensure the overall integrity of IES websites
- Maintain multiple websites, ensure browser compatibility, usability, accessibility and other quality assurance standards
- Assist with the research and review of software and hardware used for website projects

Qualifications

A bachelor's degree in graphic design, fine arts, or related field or through technical experience and/or relevant coursework is required.

Prefer a minimum two-year experience in each of the following: developing business websites on Windows or Linux servers from mockups to production; manually coding HTML and CSS, developing web applications using a scripting language (e.g. PHP, Python or Ruby); coding software, testing, debugging, documenting, and installing tasks for online processes in accordance with industry best practices and internal procedures; and developing Internet and Intranet web applications.

Successful candidates must also possess:

- Working knowledge of applicable graphic design software packages, hardware systems, and peripherals
- Working knowledge of systems, techniques and processes used in website design and other applicable media
- Working knowledge of copyright laws and creative properties applicable to design work
- Strong oral communication skills; must possess excellent customer service and public relations skills

Required Application Material

- Résumé
- Letter of interest
- SJSU Employment Application: [PDF version](#) [MS Word version](#)

Note to Applicant

Evidence of degree(s) or certification(s) may be required at time of hire. Every applicant who reaches the final level of interviews will be required to submit their fingerprints to the Livescan Prints Service through the University's Police Department. SJSU will pay all costs associated with this procedure.

Equal Opportunity Statement

SJSU is an Equal Opportunity/Affirmative Action employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran's status consistent with applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self disclose.

For the [SJSU Annual Safety Report](http://www.sjsu.edu/safetyreport) (www.sjsu.edu/safetyreport)

Contact Information

[Human Resources](http://www.sjsu.edu/hr) (www.sjsu.edu/hr)

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Phone: 408-924-2250 • Fax: 408-924-2257 • Email: hrsg@sjsu.edu

University Shared Values

Learning

Valuing education and promoting life-long learning.

Student and Employee Success

Placing our highest priority on academic success and personal growth.

Excellence

Setting the highest standards in all we do.

Integrity

Being honest, fair and accountable for our actions.

Diversity

Respecting diversity and recognizing the strength this factor brings to our community.

Community

Valuing collaborative relationships.