OPENING FOR
Interactive Content Producer
ASI MARKETING, DESIGN AND PUBLIC RELATIONS

ANTICIPATED HIRING RANGE: $40,000 - $42,000
Anticipated Total Compensation Package = $65,050 - $67,209*
*based on health insurance coverage for employee + family

This is a full-time position that is eligible for benefits.

THE POSITION

Under the general supervision of the Marketing and Public Relations Manager, the Interactive Content Producer is responsible for creating original interactive content, leading the overall planning and direction of ASI’s web and digital media properties, and ensuring the accessibility of web content.

ESSENTIAL DUTIES AND RESPONSIBILITIES

• Defines, documents, and coordinates interactive content plans across a variety of platforms including websites, building signage, and digital signage
• Coordinates online content creation and distribution
• Creates and edits digital media content including graphics, video, and text
• Updates, redesigns and coordinates the production of various ASI websites and blogs; uploads all organizational documents to the ASI websites
• Maintains Americans with Disabilities Act, (ADA) legislation, Section 508 web accessibility standards on all ASI websites and blogs and creates accessible documents
• Conducts monthly web accessibility reports using automated tools and maintains accessibility documentation
• Keeps current with web accessibility design techniques
• Manages and updates the organization’s Fusion Portal
• Serves as a liaison for the organization’s IT support
• Supervises student staff including web developers, digital display designers, multimedia developers, video and production staff, and photographers
• Organizes, schedules, and manages web, video, and photography projects
• Assists the Marketing and PR Manager in administering the operational needs of the department
• Creates and analyze web data reports
• Assists with design projects, as needed
• Participates in the development of marketing campaigns
• Researches costs for departmental equipment, hardware and software
• Performs other duties as assigned

QUALIFICATIONS

• Equivalent to Bachelor’s Degree in Graphic Design, Computer Science, Computer Information Systems or related field
• Experience maintaining web accessibility in compliance with Americans with Disabilities Act, (ADA) legislation, Section 508, preferred
• One year supervisory experience
• Ability to operate an office work station, utilizing word processing, spreadsheet and other software
• Thorough knowledge of WordPress, HTML5, CSS3, Flash, PHP, Content Management, JavaScript, Networking, Web Standards, Web Accessibility, Database and related applications
• Experience with photography, videography, video editing, graphic design, information architecture, User Experience Design and/or Network File Structure
• Proficient in use of PC and Mac
• Thorough knowledge of social media applications currently in use, such as:, Blogs, WIKI’s, YouTube and Flickr
• Familiarity with Adobe Creative Suite
• Demonstrated commitment to student development and learning
• Ability to work with a marketing team focused on creative, high-quality publications, enhanced media presence, excellent public relations and promotions
• Ability to consistently produce high quality, creative work
• Exceptional interpersonal skills
• Excellent attention to detail, time-management and organization, and team-based collaboration
• Excellent editing and proof reading skills
• Ability to communicate clearly and concisely, both orally and in writing
• Reliable and able to work with minimal supervision
• Ability to work in a demanding, deadline-driven environment
• Ability to follow and enforce safety guidelines
• Demonstrated ability to work with a diverse student population and campus community
• Ability to satisfactorily complete a background check (including a criminal records check)

BACKGROUND CHECK

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with Associated Students, Inc., Cal Poly Pomona. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current ASI employees who apply for this position.

WORK ENVIRONMENT

Frequently required to sit, talk and hear; manual dexterity, eye-hand coordination and verbal communication; use of office equipment: computers, telephones, calculator, copier and fax. Must be able to walk, stand, bend and lift up to 40 pounds.

APPLICATION PROCEDURE

An application and resume are required. A resume does not replace the information requested on the application form. Applications are available on the ASI Website and in the Human Resources Department.

Submit application and resume to:

Associated Students, Inc.
Human Resources Department
3801 W. Temple Ave., Bldg. 35
Pomona, CA 91768

Phone: (909) 869-3546
E-mail: asihr@cpp.edu

Position open until filled. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

ABOUT ASI

Established in 1963, Associated Students, Inc. (ASI) is a recognized auxiliary organization of Cal Poly Pomona that is led, funded and mainly staffed by students. Guided by the core commitments to the promotion of student development and provision of quality facilities, programs and services, ASI provides for student representation at the campus and system-wide level and offers leadership development through student government, student-led programming, student employment and student involvement in a wide array of Bronco Student Center programs and services. ASI fully supports the enrichment of student life by providing annual funding support for student clubs and organizations, diversity programs, athletic scholarships and academic support programs.

EOE

ASI is an Equal Opportunity Employer. Please notify the Human Resources Department for reasonable accommodation requests during the selection process.

MANDATED REPORTING REQUIREMENT

In compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and the CSU Executive Order 1083, each ASI employee is designated as a mandated reporter and is required to sign an Acknowledgment of Mandated Reporter Status and Legal Duty to Report Child Abuse and Neglect.