



## STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

<b>Title:</b>	<b>Web Developer</b>
<b>Department:</b>	Marketing, Design & Public Relations
<b>Hourly Rate:</b>	\$10.50
<b>Posting Date:</b>	November 16, 2017
<b>Work Hours:</b>	15-20 hours per week

### General Duties:

Under general supervision from the Associate Director of Marketing & Public Relations, the Web Developer performs routine and non-routine tasks while working within a team environment to create and maintain web pages for Associated Students, Incorporated (ASI) including the ASI website, The Campus Crop and others as assigned. Maintain the content management system of various sites. Maintain ADA Section 508 web accessibility standards on all pages. Update sites to promote various programs, events and opportunities. Coordinate online information updates and services by working with the team to post and market ASI programs and events online. Perform other duties as assigned.

### Qualifications:

Ability to work in a cross-platform environment (Mac and PC)  
Ability to operate an office work station, utilizing word processing, spreadsheet and other software  
Knowledge of HTML (hand coding), CSS, Microsoft Office, and Adobe Photoshop, required  
Ability to perform active code commenting, required  
Familiarity with HTML5, CSS3, PHP, MySQL, JavaScript, WordPress development, SASS, LESS and/or Adobe Illustrator  
Knowledge of PHP, MySQL, JavaScript, strongly preferred  
Experience with WordPress development and Adobe Illustrator, preferred  
Ability to work well within a team and independently when necessary  
Demonstrated creative ability  
Demonstrated ability to provide friendly and pleasant customer-oriented service  
C.I.S. or C.S. majors with graphic design experience preferred or Graphic Design majors with significant web coding experience, preferred  
Ability to communicate clearly and concisely, both orally and in writing  
Ability to adhere to work rules, follow directions, use time effectively and meet deadlines  
Ability to operate an office work station software utilizing word processing, spreadsheet and other software  
Demonstrated ability to work with a diverse student population and campus community

### Employment Eligibility:

Employment with ASI is open to any Cal Poly Pomona student who is eligible to work and has the legal right to work in the United States. In addition, the employee must be currently enrolled for at least 6.0 units (undergraduate) and 4.0 units (graduate) at the end of the add-drop period, have a minimum 2.0 GPA and be in good standing with the University. Individuals enrolled only in Extended University are not eligible for hire. Exceptions to the unit load requirement are allowed during the summer quarter and for students who have applied for graduation for the current quarter. Applications for employment are available at the ASI Human Resources Office located on the second floor of the Bronco Student Center, Room 2325 or online at <http://asi.cpp.edu/hr/>.

### Work Environment:

Frequently required to sit, talk and hear; manual dexterity, eye-hand coordination and verbal communication; use of office equipment: computer, printer, telephone, calculator, copier and fax. Must be able to walk, stand, bend and lift up to 25 pounds.

### 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.

### Systemwide Smoke and Tobacco Free Environment EO 1108:

Effective September 1, 2017, the Cal Poly Pomona campus will become a smoke-free campus. Please refer to the link below for policy information. <http://www.calstate.edu/EO/EO-1108.htm>

### About the Associated Students Incorporated:

Established in 1963, Associated Students, Incorporated (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.

**ASI is an Equal Opportunity Employer**