



STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

Title: Web Developer
Department: Marketing, Design and Public Relations
Hourly Rate: \$11.00
Posting Date:
Work Hours: 15 – 20 hours a week; based on operational need of the organization

General Duties:

Under general supervision from the Marketing and Public Relations Manager, 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. The Web Developer maintains the content management of various sites, maintains ADA Section 508 web accessibility standards on all pages, updates sites to promote programs, events and opportunities, and coordinates online information updates and services by working with the team to post and market programs and events online.

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/about-us/employment-opportunities/>.

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

Cal Poly Pomona is a smoke free and tobacco-free campus. Please refer to the link below for policy information.
<http://www.calstate.edu/EO/EO-1108.html>

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 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