

JOB DESCRIPTION

Requisition ID	36022
ASU Job Title	Web Site Technician (IT)
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Campus Location	Tempe
Department Name	MLF Teachers College
Full-Time/Part-Time	Full-Time
Scope of Search	Open
Grant Funded Position	This is not a grant funded position and is not contingent on future grant funding.
Close Date	September 26, 2017
Job Description	Works closely and collaboratively with stakeholders to design, create, develop, enhance and maintain web content, tools, functionality and format based on requests to ensure consistency in content in accordance with established standards, guidelines and best practice methods.
Minimum Qualifications	Associate's degree in Information Technology, Business, Communications or closely related field AND two (2) years web content, graphic design or electronic publishing experience, OR, any equivalent combination of experience, and/or education from which comparable knowledge, skills and abilities have been achieved.
Desired Qualifications	<ul style="list-style-type: none"> • Demonstrated knowledge of the principles, methods and techniques of marketing and communication to support user initiatives • Demonstrated knowledge of search engine optimization methods and techniques • Demonstrated knowledge of HTML5, CSS3 • Demonstrated knowledge of PHP and MYSQL • Graphic design experience • Experience in working closely with stakeholders for content review • Experience working in a variety of hosting environments, such as Pantheon and Amazon Web Services • Experience developing for and working with content management systems Drupal and Wordpress • Experience working with libraries such as JavaScript and Bootstrap • Experience working with the Adobe Creative Cloud suite • Experience in following web standards, branding, policies and procedures • Experience in using technology solutions to improve efficiency and reduce errors • Demonstrated knowledge of basic database concepts for web content delivery • Demonstrated knowledge of web content application to effectively and efficiently produce desired results
Working Environment	<ul style="list-style-type: none"> • Activities are primarily performed in a regular, climate controlled office setting subject to extended periods of sitting, standing, walking.

	<ul style="list-style-type: none"> • Visual acuity and manual dexterity associated with daily use of desktop computer; bending, stooping, reaching and lifting up to 20 pounds • Ability to clearly communicate verbally in English, read, write, see and hear to perform essential duties
Essential Duties	<ul style="list-style-type: none"> • Develops, in compliance with established styles and standards, web forms, templates and database-driven web pages to sustain and support the project ideas and vision • Develops, in compliance with established styles and standards, new web tools and dynamic areas within web pages designed to enhance, sustain and support the project ideas and vision • Provides technical consultative suggestions and recommendations to stakeholders for continued enhancements to web content and informational areas • Works closely with stakeholders to understand requirements and security needs, develops and presents initial design ideas and associated tools, integrates stakeholder developed content and tests functionality to ensure objectives are achieved • Identifies and troubleshoots errors and/or problems with web based applications, works collaboratively with involved stakeholders to facilitate timely resolution and escalates as appropriate • Participates as either leader or team member in a wide variety of projects to develop and improve routine procedures through the use of innovative and technology support solutions • Remains abreast of technology directions, initiatives and trends within scope of expertise to provide ideas, guidance and recommendations • Provides technical support in the production of multimedia-based layouts, graphics, animations, video and sound • Illustrates concept by designing rough layout of art, copy and related aesthetic concepts • Creates high quality user experiences applying user-centered design processes • Designs web interfaces and develops layout design/content and selects illustrative materials for use ensuring consistency, accuracy and compliance with all standards • Prepares and provides training materials, associated documentation and end-user training in support of project initiatives
Department Statement	<p>Arizona State University's Mary Lou Fulton Teachers College creates knowledge, mobilizes people and takes action to improve education. Nationally recognized as a leading innovator in teacher education and scholarly research, Mary Lou Fulton Teachers College prepares over 1,500 educators annually through bachelor's, master's and doctoral degree programs.</p> <p>Working with a mindset of creative intrapreneurship to bring positive change within organizations, Mary Lou Fulton Teachers College brings people and ideas together to improve student outcomes. We seek to develop a renewable resourcefulness in individual educators, in schools, in school districts and in communities.</p>

	<p>In line with the charter and design principles of Arizona State University, Mary Lou Fulton Teachers College asserts the following four core values:</p> <ul style="list-style-type: none"> • Pursue excellence at scale to achieve impact • Exercise leadership through innovation • Champion diversity of people and ideas • Share responsibility for the strength of communities
ASU Statement	<p>Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.</p> <p>ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree</p> <p>AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.</p> <p>Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.</p>
Employment Verification	<p>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</p>
Background Check Statement	<p>ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent up successful passing of the background check.</p>
Instructions to Apply	<p>Application deadline is 3:00PM Arizona time on the date indicated. Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position. Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.</p> <p>ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.</p> <p>Only electronic applications are accepted for this position.</p>
Instructions for ASU Online Employment Applications	<ul style="list-style-type: none"> • Go to the ASU Human Resources site: https://cfo.asu.edu/hr-applicant and scroll down to apply for an ASU job now. • For staff positions click on Internal Applicants (for existing ASU employees) or External

Applicants (you must create an ASU account or enter existing account information).

- From the ASU Welcome page which is the new Talent Gateway (gives applicants several online options for the recruiting process), click on **Search Openings** to locate positions of interest.
- From the Search Openings page, customize your search or simply click the **Search** button to view all ASU staff job openings.
- From the Search Results page, scroll to positions of interest and click on the red Requisition ID **36022BR** at the left to apply.
- From the Job Details page, review the posted job description and click the **ApplyTo Job** button to begin the online application process.

Then, answer the questions to complete the ASU Kenexa online employment application (**Note** - you will be asked to submit your cover letter, resume and three personal references as part of the application process).
