



**San José State**  
UNIVERSITY  
FOUNDATION

**Position: Web Designer**

**DEPARTMENT:** Global Studies Initiative

**Effective Date:** Immediately

**Director of Global Studies**

**Exempt Status:** Non-exempt

**Compensation:** \$15.00/hr - \$20.00/hr - depending on experience

---

**GENERAL NATURE OF POSITION:**

As a member of the Global Studies team, the position is primarily responsible for developing sixteen web-based learning guides drawn from courses in the GLST curriculum. They will be designed in HTML with ample use of FLASH and other applications.

---

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. 50% -- create 16 stand-alone web-based learning programs using content supplied by the professors and staff in Global Studies, and in some cases create content from photos and videotapes. This will involve reformatting text, assuring hyperlink integrity, file transfer, and translation and posting of materials to the website using HTML scripting.
  2. 40% -- conduct tests of the programs to determine their accuracy, ease of use, durability, and security.
  3. 10% -- work with IT administrators at the Defense Language Institute to install and test the learning programs on their servers.
- 

**INTERPERSONAL CONTACTS:**

1. Reports to the Director and Associate Director of Global Studies.
  2. Interactions normally include professors, staff, and clients at the Defense Language Institute.
- 

**EQUIPMENT, MACHINES, TOOLS, SPECIAL MATERIAL USED:**

Personal computer, general office equipment.

---

**QUALIFICATIONS:**

- 1) **Education**  
Courses in Computer Science, software engineering, or related field or with equivalent technical experience.
- 2) **Experience**  
Minimum of one years of computer software experience designing web pages.
- 3) **Knowledge, Skills, Abilities required**

Ability to check data and accurately record information.

Demonstrated ability to quickly troubleshoot problems, recommending efficient and cost effective solutions.

Strong orientation to detail and strong organizational skills.

Demonstrated skills in oral and written communication to provide a liaison between users and computer systems environment.

Ability to work in a fast paced, team environment.

4) **Physical Requirement**

Must be able to lift equipment weighing at least 10 pounds.

Must be able to operate a PC including mouse and keyboard.

May be required to work some early mornings, evenings, and weekends

5) **Complexity of Duties**

Job requires independent work (50% of time).

Decisions are made within established policies and standard practices.

Incumbent normally provides information and assistance during instructional design meetings.

---

**SUPERVISORY RESPONSIBILITIES:**

None

---

**APPLICATION PROCEDURE**

To apply for this position, you may submit a letter of interest and a resume or an application. An application and other information may be obtained from the Foundation Human Resources Department, through the Foundation's web site at <http://www.sjsu.edu/depts/Foundation/homepage.html> or in person at:

**San Jose State University Research Foundation**  
**210 North Fourth Street**  
**San Jose, CA 95112**  
**E-mail: [jobs@foundation.sjsu.edu](mailto:jobs@foundation.sjsu.edu)**

The San Jose State University Research Foundation is one of the oldest nonprofit Corporations in the California State University System. The general purpose of the Foundation is to advance the welfare of the University, assist it in fulfilling its objectives, supplement the programs and activities of the University in appropriate ways, promote and assist its educational services, and otherwise aid and assist the University in fulfilling its purposes and in serving the people of the State of California, especially those of the area in which the University is located. These purposes are compatible with the legal framework established within the California State University System.

**Foundation employment is separate and distinct from San Jose State University or State of California employment.**

---

**SAN JOSE STATE UNIVERSITY RESEARCH FOUNDATION**

**The San Jose State University Research Foundation is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, age, national origin or disability.**

**408-924-1400**

**TDD/408-924-1424**

---