



Web Designer (Temporary)

Department: University Computing Solutions
Salary Range: \$16.00/hour
Recruitment #: S1878
Review Date: Review of applications begins immediately. Position open until filled.

This is a temporary, part-time (.50 FTE), position in the University Computing Solutions (UCS) department. This position is not benefit eligible. UCS is responsible for programming, systems, and technical support for the institution.

QUALIFICATIONS

- Basic web design experience
- Experience working with content management systems
- Fundamental knowledge of design imaging and programming (CSS and HTML)

Preferred Qualifications:

- Experience with WordPress environment

****A criminal background check will be required as a condition of employment**

We are not considering candidates who require Visa sponsorship support. Additionally, the University typically only considers visa support for employees placed in specialized positions that are continuing regular University appointments.

DUTIES AND RESPONSIBILITIES:

A web designer's job duties cover all aspects of creating a website. Upon meeting with clients and assessing their needs, web designers help create and maintain the product. Their duties include, but aren't limited to, the following:

- Develop new pages using WordPress to match the current look and feel of our website
- Update content requests for current pages
- Update the homepage banners and monthly calendar
- Update the Main Playlist on the Digital Signage throughout campus
- Run Google Analytic reports

WORKING CONDITIONS:

This is a temporary, part-time position (.50 FTE) and is not eligible for benefits. We are filling this position for the purpose of meeting a short-term workload need.

APPLICATION PROCESS

You may submit all materials online at www.wou.edu/classified

Required Application materials (PDF preferred):

- 1) WOU Employment Application form (available at www.wou.edu/classified)
- 2) Letter of application that addresses each qualification of the position. Please include how your experience, education, and/or training might help us build a more inclusive, collaborative, and diverse community.
- 3) Resume
- 4) Contact information for three references

As an alternative, you may submit application materials to:

S1878, Temp. Web Designer, Human Resources, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361;
OR e-mail to employment@wou.edu; **OR** fax to: 503-838-8144.

**Western Oregon University is an AA/EO/Veteran/Disability employer
committed to increasing the diversity of its workforce.**