



SAN FRANCISCO
STATE UNIVERSITY

77310 / Web Master / Marketing & Communications Specialist

SF State Career Services & Leadership Development

Position Information

Below you will find detailed information for this job. Click the link for **Organization Name** to view more information about the employer.

Number of Openings:

1

Days/Hours & Duration of Job:

To be determined. Up to 20 hours/week

Wage/Salary:

\$15 - \$18 per hour based on experience

Employment Start Date:

ASAP

Employment End Date:

Job Description:

- *Update & maintain CSLD website
- *Organize & build pages for the website to cohesively display all of CSLD programs, services, and information as a functional yet attractive site
- *HTML Coding
- *Create HTML email marketing letters and collaterals
- *Use of MAC and Windows operating systems and their respective software
- *Ability to establish priorities and work independently

Qualifications:

- *Must be a currently enrolled SFSU student with a minimum 6 units for undergraduates or 4 units for graduates
- *Proficient in HTML, Adobe Creative Site & Dream Weaver
- *Familiar with MAC
- *Two – four years web design experience
- *Proficient in Adobe Photoshop, Adobe Image Ready, and Macromedia Dreamweaver

Application Instructions:

Submit resume via GatorJOBS

1. upload resume to your profile (under documents)
2. click on submit resume at top of job posting