

MORGAN STATE UNIVERSITY ♦ STUDENT EMPLOYMENT OFFICE

JOB DESCRIPTION

PLEASE COMPLETE THIS FORM IN ITS ENTIRETY.

POSITION NAME:	EMPLOYMENT TYPE:
Media Technology Team	<input checked="" type="checkbox"/> WORKSTUDY <input checked="" type="checkbox"/> COMMUNITY SERVICE <input type="checkbox"/> TUTORIAL <input checked="" type="checkbox"/> CAMPUS EMPLOYMENT
DEPARTMENT/AGENCY NAME:	
Student Affairs/University Student Center	
PURPOSE OF POSITION:	
Under the supervision of the Database Manager the Media Technology Team works to maintain and advance the Digital Media Services of the Morgan State University Student Center, which includes but is not limited to the events scheduling system, Student Center Website, online services, and Student Center Media Advertisement System.	
TYPICAL DUTIES:	
<ul style="list-style-type: none"> • Design and create graphics and HTML for the Student Union website. • Work with the Web Coordinator to ensure that all content provided on the Student Center website is kept up-to-date and accurate with current Student Center programs and activities. • Develop web applications using Java and PHP. • Complete other projects as identified by the Database Manager. <p>Minimum Requirements:</p> <ul style="list-style-type: none"> • Excellent typing skills • Experience with web and graphic design software • Excellent attention to detail, communication and organization skills. <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Strong knowledge of graphic design software such as Adobe Photoshop, Illustrator, Microsoft Publisher and InDesign. • Working knowledge of SQL and databases such as MySQL, Oracle and OpenBase. • Extensive knowledge of Java, HTML and PHP 	
OFFICE EQUIPMENT REQUIRED:	
PC, Scanner, Digital Camera, color printer	
SUPERVISION RECEIVED:	
<input checked="" type="checkbox"/> SUPERVISION REQUIRED <input type="checkbox"/> LITTLE SUPERVISION REQUIRED <input type="checkbox"/> SOME SUPERVISION REQUIRED <input type="checkbox"/> RARELY NEEDS SUPERVISION	
CONTACT INFORMATION:	
SUPERVISOR: Dennis Nicholson	
LOCATION: University Student Center Room 305	
TELEPHONE: (443) 885-1823	FAX: (443) 885-8248
EMAIL: DENNIS.NICHOLSON@MORGAN.EDU	

OPENING DATE:	CLOSING DATE:
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MORGAN STATE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.
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