20 hours/week
$13.25/hr

The Portland State University Admissions team is seeking an HTML Specialist to support our marketing and communications efforts. The position reports to the Director of Marketing and Communications for Undergraduate Admissions. This position provides support to the Admissions Communications team. While working in the Office of Admissions and New Student Programs, you will gain skills working in an office, learning digital web design for marketing and provide expertise to help promote Portland State University.

A successful candidate will have experience writing html and CSS for web and email, be an effective communicator, be organized, be detail-oriented, work independently, meet deadlines, and complete tasks efficiently and in a timely manner.

Qualifications:

- Advanced level working with HTML5 (hand coding), CSS3, and Hubspot —coding for mobile responsive web pages
- Ability to rapidly prototype and code design concepts
- Ability to keep up with new technologies for implementation
- Experience in Adobe Creative Suite and previous print, email and web design experience a plus

Duties:

- Build landing pages and design emails in Hubspot and Campus Nexus/Talisma
- Interpret design specifications and translate those to digital web and email platforms

Interested candidates should send their resume, cover letter, and a work sample via email to Emily Offerdahl, edoffer@pdx.edu. Include the subject line “HTML Specialist” and your first and last name. Applications must be received by 5 pm on February 21 to be considered.