



INFORMATION DESIGN SPECIALIST LEAD (INFORMATION ARCHITECT)

Georgia State University is a leading urban research university looking for a flexible, motivated, and skilled individual to work within the Office of Information Systems and Technology. Conveniently located in downtown Atlanta, Georgia State University offers a challenging and rewarding career with an excellent benefits package that includes 12 paid holidays, tuition remission, and several healthcare plan options.

The Office of Information Systems and Technology (IS&T) is responsible for providing cutting-edge centralized technology services to the Georgia State University community. Recent and current major initiatives are the migration of e-mail to Microsoft 365, cloud computing, and iPad registration for students.

As a member of IS&T, the Information Design Specialist Lead is a professional position, whose primary responsibilities are to produce and guide other staff in the conception, planning, and production of innovative solutions for the university's information design needs. Provide professional production of information design solutions, including information architecture, technical writing, usability studies, and reporting.

Responsibilities of this position include:

- Design user interaction and application interfaces to meet client specifications through consultation with stakeholders and technical teams.
- Conduct research and present deliverables assessing the structure, usability and functionality of web sites and applications, focusing on improvements to user experience.
- Create heuristic studies, web analytic research, content inventories, page templates, page tables, navigation schemes, rules for search engine optimization, identify metadata and controlled vocabularies, site maps, and low and high-fidelity wireframes.
- Derive and recommend standard templates and guidelines for the university's web experience.
- Prepare and provide technical documents for solutions, services, and business processes, examples include but are not limited to: user manuals, operational documents, programmer manuals, procedural documents for technicians and end-users, How-to documents, business process documents, flow charts, grant proposals, and policies.
- Prepare, administer and report findings from usability testing.

Salary: Negotiable

Minimum Qualifications: Bachelor's degree and 3 years of related experience; or a combination of education and experience.

Preferred Qualifications: Degree in Information Design, User Experience Design or a related field and three years of related experience, or a combination of education and experience.

Successful candidates will have:

- *Expert knowledge of web principles and best practices, as well as implementation software and equipment
- *Expert knowledge of standard practices for usability testing and the software used to conduct usability tests
- *Experience with large integrated systems and event driven programs
- *Ability to multi-task, train others, and use independent judgment
- *Understanding of HTML and other web related programming languages, relational databases, content and document management solutions
- *Ability to work with others to guide the aggregation of various forms of content into a coherent whole
- *Effective time management, customer service, analytical, and organizational skills
- *Effective communication skills

To Apply: Submit an online application and resume at <https://jobs.gsu.edu>. All the materials must be completed in order to be considered for the position. Please refer to Vacancy# **0602370**. An offer of employment will be conditional on background verification.

Georgia State University is an AA/Equal Opportunity Employer.