INFORMATION DESIGN SPECIALIST ASSOCIATE

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 to Microsoft 365, cloud computing, and iPad registration for students.

A Great Place to Work:
Would you be interested in attending an award-winning urban research university for free? Our Tuition Assistance Program lets employees take classes for free. At Georgia State University we emphasize work-life balance. With excellent benefits, competitive pay and an exciting location, Georgia State University could be the place for you.

Georgia State offers competitive pay and benefits including:
- Paid Leave Time
- Employee Tuition Assistance
- Comprehensive health, dental and vision insurance coverage
- 403(b) and pension plans
- Panther PERQS- vendor partnership discounts

And that's not all; visit our benefits page for more information: http://www.gsu.edu/hr/benefits/index.html.

The Opportunity:
As a member of IS&T, the Information Design Specialist Associate is a professional position, whose primary responsibilities are to provide entry-level professional production of information design solutions, including information architecture, technical writing, usability studies, and ad-hoc reporting.

Essential Writing and Organizational Tasks:
- Produce and structure materials for a large website showcasing and supporting university technical products and services.
- Create communication-related artifacts for solutions, services, and business processes. Examples include user manuals, procedural and policy documents, knowledgebase entries, and how-to articles.
-Interview subject matter experts to obtain information to create accurate documentation.
- Meet client specifications through consultation with stakeholders and technical teams within the university.
- Produce standard templates and guidelines for various written materials.

Additional Responsibilities
- A foundation in design, information architecture or usability is a plus.
- Produce artifacts related to user experience and information architecture.
- Prepare, administer and report findings of usability tests.

Salary: $27,795 - $45,000

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

Preferred Qualifications:
*Bachelor's degree in Technical Writing, English, Communications, Multimedia or related area of study
*Exceptional written and verbal communication skills
*Ability to multi-task and use independent judgment
*Solid knowledge of web principles and practices including HTML, CSS and content management solutions

*Background knowledge of design, information architecture and usability principles
*Strong time management, customer service, analytical, and organizational 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# **0602837**. An offer of employment will be conditional on background verification.

Georgia State University is an AA/Equal Opportunity Employer.