

Front-End Specialist

SAN DIEGO, CA 92121 | Duration: Contract to Hire/ PERM
Pay: Varies on experience: 25-30/hr. | Start Date: June 29th | Hours: Full time: 8-5pm

Open to someone right out of school that's sharp.

JOB DESCRIPTION:

With some direction, the Front End Specialist, updates and creates Intranet content in support of project sponsors' initiatives and executes those content projects in the Content Management System (CMS). He/she determines content needs, writes and edits content, makes necessary revisions, facilitates translations, and tracks quality of assignments. This position publishes content changes to the preview environment to allow for quality assurance (QA) testing, based on Subject Matter Expert (SME) requests. The Content Maintenance Specialist closely works with the web communications supervisor to redesign intranet.

The Front End Specialist creates content assets utilizing the CMS to place new content onto the website. He/She publishes content changes to the preview environment to allow for quality assurance (QA) testing. This position executes development assignments to support Enterprise Release (ER) projects as required. The Content Maintenance Specialist proposes alternative solutions for content requests unable to be implemented due to CMS limitations to ensure project sponsors' needs are met. He/She proposes CMS and content development process improvements to increase efficiency.

Technical Requirements

- The ideal candidate will be strong with HTML, CSS and JavaScript
- Experience with WCM SharePoint 2007 is a plus but not required
- Experience using Microsoft Office products or equivalent software.
- Experience with programming languages – SQL, HTML, CSS, and ASP.net.
- Experience using JavaScript without relying on jQuery or other frameworks.
- Experience using jQuery's AJAX and JSON methods.

Other Duties

- Creates URL manifests for project sponsors and Quality Assurance (QA) team to allow for review of published work.
- Completes rework requested by sponsors and QA team to meet customer content expectations.
- Identifies existing defects to remedy or document for future update in compliance with QA standards.
- Verifies content projects in various environments (e.g., preview, staging, production, etc.) to ensure content was properly installed.
- Reviews content changes completed by team members to ensure accuracy and compliance with sponsors' requests.
- Writes and edits content to ensure compliance and consistency with editorial, brand, and design standards.
- Reviews content provided by external Interactive Communications customers to ensure compliance with standards.
- Revises content as per recommendations to meet expectations set by sponsors and the Content Maintenance Lead.
- Clarifies content requests with project sponsors and Content Maintenance Lead to ensure accurate interpretations.

- Reviews wireframes (i.e., graphical representations of application pages) and page specifications associated with content projects to ensure requirements are understood.

Preferred Competencies

- **Project Management:** Demonstrates understanding of implementation objectives, project plan, and one's role within a project; participates in the implementation of a project; provides timely, thorough, and concise updates for area of responsibility; identifies areas of risk and properly communicates them to the project manager.
- **Solicits and Gathers Information:** Demonstrates a general knowledge of techniques for soliciting and gathering information.
- **Technology Knowledge:** Demonstrates a general understanding of technology used by the company; communicates basic technological concepts and terminology; applies standard technology in daily work.

MINIMUM QUALIFICATIONS

- Bachelor's Degree or international equivalent – Information Technology, Marketing, English, or a related field- Preferred
- Must be a U.S. Citizen or National of the U.S., an alien lawfully admitted for permanent residence, or an alien authorized to work in the U.S. for this employer
- Employer will not sponsor a visa for this or future positions
- Currently located in the same geographic location as the job or willing to relocate yourself

How to Apply:

Qualified candidates should respond to Julia Katawazi at jkatawazi@coleman.edu by submitting your **resume**. Include Front-End Specialist in the email subject line.