



Position Title:	Information Architect	Job Code:	0395
Reports To:	Director, Web Services	Job Group:	PEC
Department:	Web Services	Salary Grade:	16
Prepared By/Date:	Andrew Seaga/4-28-2009	FLSA Status:	Exempt
Approved By/Date:	Andrew Seaga/6-22-2009		
Revised:	Jennifer C. Brito/6-22-2009		

Summary:

Information architects are the planners and designers of how to present certain information working behind the scenes, taking into account not only the purpose and goals of the clients, but also the best way to articulate those purposes and goals to the target audience.

Essential Duties and Responsibilities:

- Develop thorough, realistic plans that support organizational objectives
- Work with customers to understand their business models and goals and help define strategy, content, and features for design of their web site
- Analyze audiences and their information and functional needs
- Define site architecture and navigation that serves as a blueprint of the site upon which all other aspects are built
- Create wireframes, site maps, schematics, process maps, feature lists, mockups, visual specification, working prototypes and other artifacts to describe the intended user experience

Knowledge, Skills and Abilities:

- Strong knowledge of site design; mastery in principles of Web design (HTML, CSS)
- Strong knowledge of user interface design processes and methodology
- Working knowledge of User Centered Design Principles and Practices
- Knowledge of architecture-related software (Visio, SQL Server, MS Office, Dreamweaver)
- Exceptional communication skills
- Good leadership and interpersonal skills
- Detail-oriented
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to work in a multi-cultural and multi-ethnic environment with faculty , staff and students

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel: Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree in MIS or Computer Science and seven (7) years of experience or a Master's degree and three (3) years of experience.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name