



**Position Title:** Part-Time Web Site Designer, OSHA Susan Harwood Training Grant  
**Reports To:** Chairperson  
**Department:** Continuing Education and Professional Dev. **Job Code:** 8112  
**Prepared By/Date:** Donna French/11-02-2011 **Job Group:** H1-HIE  
**Approved By/Date:** Barbara Alfonso/11-30-2011 **Salary Grade:** HI  
**Revised:** **FLSA Status:** Exempt

**Summary:**

This position is responsible for designing the program's web site, adapting, posting, and updating training schedules, sponsor forms, and content information. Also develops flyers and all promotional pieces.

**Essential Duties and Responsibilities:**

- Develops Susan Harwood Training Grant web site
- Posts detailed training schedule with maps and directions throughout grant year
- Adapts forms developed by grant for posting on web site
- Posts information and photos and video from training sessions
- Posts information in English, Creole, and Spanish
- Creates links to OSHA offices and community businesses partnering with the grant
- Develops ads for community newspapers to promote training in 3 counties
- Develops flyers for distribution to South Florida area businesses
- Sends out e-blasts to business community (Construction and General Industry)
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Proficiency in Web site development and design
- Knowledge of Miami Dade College systems and procedures for creating and maintaining web sites
- Knowledge of OSHA curricula and training goals
- Knowledge of OSHA grant target community
- Ability to develop flyers and professional promotional advertising pieces
- Ability to identify target audience of businesses in construction and general industry and generate electronic mailings
- Ability to design attractive posters and signs for training events
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

**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 stand 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 walk and sit.

The employee must occasionally lift and/or move up to 10 pounds.

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 and two (2) years of experience working on web sites and designing promotional pieces

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name