

[Job search](#)[About ASU](#)[All ASU Careers](#)[Customer Assistance](#)[Candidate](#)[Zone ▼](#)[Sign Out](#)

30-Sep-2024

SharePoint Webpage Developer

Student Worker IV

105000BR

Job Description

Collaborates with departments and users to design, develop, enhance, and maintain SharePoint websites, tools, and content. Ensures web content is consistent, functional, and user-friendly, adhering to organizational standards, guidelines, and best practices. This role focuses on creating customized solutions using JavaScript, CSS, HTML, Microsoft Power Apps, Power Automate, and electronic form platforms, primarily within SharePoint websites, to meet the needs of various functional areas.

Student Recruitment Type

Student Hire Hourly

Campus/Location

Campus: Tempe

Department Name

Sch Sustain Engr & Built Envrn

Full-Time/Part-Time

Part-Time

VP Code

EXEC VP/PROVOST

Scope of Search

Open

Grant Funded Position

This is not a grant funded position and is not contingent on future grant funding.

Salary Range

\$20.00 per hour

Close Date

04-October-2024

Essential Duties

- Develops web forms, templates, and pages within SharePoint to enhance, sustain, and support the objectives of various departments, ensuring compliance with established styles, standards, and best practices.

- Provides technical consultative suggestions and recommendations for enhancing SharePoint content, tools, and informational areas.
- Collaborates with users to understand their requirements and security needs, develops and presents design concepts, and tests functionality to ensure objectives are met; integrates content seamlessly into SharePoint sites.
- Identifies and troubleshoots errors or issues with SharePoint-based applications, pages, and solutions; works closely with departments and users to ensure timely resolutions.
- Participates as a leader or team member in a variety of projects aimed at improving routine procedures through technology supported solutions; prepares related documentation and end-user training.
- Stays up to date with advancements in SharePoint and related technologies to provide informed guidance and recommendations.
- Designs, develops, and maintains online content, services, and electronic forms within SharePoint to facilitate efficient communication and information-sharing across departments.
- Provides technical support for multimedia layouts, graphics, and web-based interfaces, ensuring the accuracy, consistency, and compliance of all elements used within SharePoint sites.
- Prepares training materials, documentation, and user guides for end-users on using SharePoint, web tools, and related technologies.

Minimum Qualifications

This classification is limited to teaching/research aide type work or those positions requiring highly specialized skills and/or technical knowledge.

Desired Qualifications

- Experience in SharePoint website development, design, and maintenance.
- Strong understanding of web application design concepts, principles, and best practices, particularly in a SharePoint environment.
- Proficiency in coding languages, including but not limited to JavaScript, CSS, and HTML.
- Proficiency in SharePoint security and permission standards, including subsite creation, user roles, and access management.
- Experience creating and managing SharePoint templates, navigation structures, and custom elements to streamline content across multiple pages.
- Experience with Microsoft Power Automate and Power Apps to build custom workflows and solutions within SharePoint.
- Experience with electronic form platforms such as Plumsail Forms for designing and integrating custom forms into SharePoint sites.

- Strong web design skills, including UI/UX design principles. Ability to audit and optimize content for redundancy, usability, and consistency, ensuring a seamless user experience.
- Familiarity with multimedia design tools such as Adobe Creative Cloud (e.g., Photoshop, Illustrator) for creating and editing graphics and layouts.
- Strong troubleshooting skills to identify and resolve errors, bugs, and performance issues in SharePoint sites in a timely manner.
- Demonstrated organizational skills with the ability to manage multiple projects and provide accurate time estimates.
- Demonstrated ability to collaborate with multiple departments to create, maintain, and troubleshoot SharePoint sites.
- Strong familiarity with Microsoft Office Suite (Word, Excel, Outlook, etc.) and Microsoft 365 tools.

Working Environment

Activities are primarily performed in a regular, climate-controlled office setting subject to extended periods of sitting, standing, walking. Visual acuity and manual dexterity associated with daily use of desktop computer; bending, stooping, reaching and lifting up to 20 pounds. Ability to clearly communicate verbally in English, read, write, see and hear to perform essential duties.

Department Statement

The Ira A. Fulton Schools of Engineering is the largest producer of engineering and technical talent in the nation and seeks to deliver a world-class learning experience for our students and to advance research and innovation – all at scale. We value and emphasize inherently interdisciplinary endeavors that leverage the breadth and depth of expertise among our outstanding faculty, and have built a unique place for large-scale innovation characterized by foundational excellence and translational impacts. We are an engineering school on the rise at the most innovative university in the country and in the heart of the nation's fifth largest metropolitan area. The scale of our faculty research interests and interdisciplinary mindset, combined with more than 48 graduate degree programs and 25 undergraduate degree programs, provide the foundation for knowledge generation and collaborative opportunities to advance new ideas.

The Fulton Schools of Engineering, located across ASU's Tempe and Polytechnic campuses, is comprised of seven schools based on academic programs and research areas. Fulton Engineering has a nationally recognized faculty that conducts research, instructs and mentors students, provides service to engineering, computing and technology professions and creates lasting impacts across local and global communities.

The Fulton Schools of Engineering follows a framework of values designed to distinguish our practice and guide daily decisions in our academic, research, corporate engagement and entrepreneurial endeavors. These values influence how we recognize, reward and communicate our achievements. At the Fulton Schools of Engineering, we:

- Cultivate excellence.
- Deliver innovation that matters.

- Encourage bold thinking.
- Foster a community of learning and collaboration.
- Build a foundation for all to be successful.

ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 100,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit <https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco>

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other basis protected by law.

Notice of Availability of the ASU Annual Security and Fire Safety Report

In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU's Annual Security and Fire Safety Report is available online at <https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf>. You may request a hard copy of the report by contacting the ASU PD at 480-965-3456.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit <https://cfo.asu.edu/az-resources>.

Background Check Statement

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

Instructions to Apply

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.

IMPORTANT NOTE: What is the meaning of “equivalent combination” in the minimum qualifications? It means one year of higher education or 24 credit hours, is equal to one year of experience. For example, a four year Bachelor’s degree is equal to four years of experience.

[Apply to job](#)[Save](#)[Accessibility](#)[Privacy](#)[Terms of Use](#)[Browser Support](#)[Infinite Talent Privacy Stat...](#)