**Interview Key Points**

**STAR**

Web Design

* Dashboard
* Work with APIs
* Helped create data analysis tool for data tracking
* Got up to speed on brand new server side language
* Rebuilt website

Student Life

* Created Employer Advisory Committee
* Helped manage Drupal Site
* Conducted data analysis of five years of data

Career Development Center

* Supervised undergraduates

OSU MS

* Designed radiation detection software
* Worked with faculty

Collaboration

* Google Docs
* Git
* Slack

**About SHS**

About

* Provide leadership for health of University community
* Contribute to academic success of OSU students

**About Position**

**Position**

* Design and maintain three SHS websites
* Coordinate the management, design and implementation of changes in applications and data that support SHS assessment and online programs
* Coordinate SHS Social Media Presence

**Duties**

Web and Social Media Coordinator

* Keep website up to date, Use Drupal, write copy for feature stories
* Create Layouts based on wireframes
* Coordinate distribution of content to staff (Quarterly)
* Respond to requests to implement changes
* Produce monthly analytic reports
* SHS Social Media Coordinator
* Website testing

Assessment, data and online programs

* Provide technical and customer service assistance for online programs
* Use Everfi and Banner
* Help with online programs
* Document work in SHSIS and Up2U ticket systems
* Coordinate and provide support for all software
  + Quatrics, SmartSheets Power BI, Google Apps
* Create application test cases and provide quality testing
* Adhere to security
* Provide aggregated data reports

**Questions**

1. What goals and metrics do you have for social media