

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED MANAGEMENT POSITION DESCRIPTION**

**JOB TITLE:** Information Architect – Open Campus

**BASIC FUNCTION:** Under the supervision of the area Associate Vice Chancellor or area Vice Chancellor, responsible for leading efforts to manage district information through the design of effective web technologies and utilization of human/computer interaction methodologies, and enhance communications through the use of traditional and nontraditional media.

**SUPERVISORY RESPONSIBILITIES:** Provides supervision and direction to assigned staff.

**REPRESENTATIVE DUTIES:**

1. Directs and develops solutions for information management, including but not limited to : user interface/navigation models, task flows, site maps, prototypes, content matrices, wire frames, data schematics, content/page-level hierarchies and taxonomies.
2. Ensures that ideas are clearly articulated with excellent written, verbal, and graphic style and utilize user-centered information design.
3. Manages budgets, physical assets, technology resources and makes purchasing decisions.
4. Supervises project staff, including developers, consultants and interns.
5. Manages a variety of projects for the offices of Academic Affairs and Institutional Effectiveness.
6. Oversees developer contracts and consultant agreements, and the work performed under those agreements.
7. Oversees the development and deployment of web-based technologies.
8. Oversees system management tasks, including data backup, preventive maintenance, internal structure, security, and performance monitoring.
9. Directs all web policies, practices, and procedures related to faculty, academic and instructional program websites.
10. Provides leadership and vision for the 4Faculty Project's mission, design and structure, while acting as Project Manager and Creative Director; leads marketing efforts to expand and enhance the 4Faculty Project; serves as technical advisor and member of the 4Faculty editorial board.
11. Communicates with colleges utilizing 4Faculty services and their project coordinators concerning all project related issues and policies of the project's web operations; manages the billing and collections of 4Faculty membership fees.
12. Contributes to the District's accreditation efforts and manages online accreditation materials.
13. Ensures that accessibility standards (Federal, State, and District) for the disabled are met.
14. Participate in District meetings on technology and web-related issues; act as a member of the RCCD management association.
15. Keeps current with issues relating to information technology, instructional innovation, online education and the community college system.
16. Performs other related responsibilities as may be assigned.
17. Serves as a member of the Management Association.
18. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.

**EDUCATION:** Bachelor's degree from an accredited institution.

**EXPERIENCE:** At least five years of directly related experience in project management, communications and/or information design.

**LICENSES/CERTIFICATIONS REQUIRED:** None.

**KNOWLEDGE OF:** industry standard databases; general functions, policies, rules, and regulations of a higher education institution; graphic development and publishing tools, programming methodology and maintenance issues; information design standards; HTML, style sheets and web-based design; task flow development, site maps, content-level hierarchies, and prototypes.

**ABILITY TO:** manage technical staff; learn new technologies quickly; prioritize work assignments; creatively solve problems, clearly articulate ideas, communicate effectively with administrators, faculty members, employees, students, and the public.

**OTHER:** Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

**CONTACTS:** Co-workers, Associate Vice Chancellor Institutional Effectiveness, Vice Chancellor Academic Affairs, RCC faculty, 4Faculty Project Coordinators, Consultants.

**WORKING CONDITIONS:** Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.