



## Fuentek, LLC Job Posting

### *Web Designer*

Fuentek, LLC is seeking a Web Designer to join our industry-leading team of technology and business professionals providing intellectual property and technology management services.

#### **Position Responsibilities**

- Develop Web pages and sites to support activities related to technology transfer, including technology marketing and other technology transfer office promotional activities.
- Collaborate with colleagues (technical, market research, print design, and writing professionals) to develop effective technology transfer strategies that capitalize on effective use of Web resources.

#### **Key Capabilities**

- Willingness to follow structured work processes, procedures, templates, and style guidelines for producing deliverables while performing assignments independently with little supervision.
- Excellent attention to detail and the ability to provide high quality deliverables that require minimal additional editing.
- Ability to independently manage multiple assignments with challenging and/or overlapping deadlines.
- Desire to work as part of a highly collaborative team within a virtual-office environment.
- Willingness to use Fuentek specified tools to support project documentation, design work, collaboration, communication, training, and scheduling.

#### **Qualifications**

- 3-5 years experience designing new and updating existing Web pages, preferably for business-to-business applications.
- Bachelor's degree in graphic design or related field preferred.
- Experience developing materials for highly technical applications.
- Demonstrated experience with Adobe Dreamweaver, Photoshop, and hand-coding in HTML (CS3 or later).
- Experience with cascading style sheets for both text and layout.
- License for the full Garamond and Helvetica postscript font families and familiarity with kerning and other font-related nuances.
- Demonstrated ability to follow logo, font, and other style guides from various clients.
- Skilled in the efficient use of image libraries (e.g., iStockphoto, etc.) and selection of appropriate images (e.g., design parameters, resolution, etc.), particularly for technical fields.
- Experience developing Web pages that are compliant with Section 508 of the American Disabilities Act (ADA Compliance).
- Experience with Adobe Illustrator (CS3 or later) and Microsoft PowerPoint preferred.
- Experience with php, XML, MySQL, and javascript a plus.
- Experience working with various content management system (e.g., Wordpress, Joomla, etc.) a plus.
- Experience working independently, preferably in a virtual office environment.
- A fully functioning home office space, including a Windows or Macintosh computer (Macintosh preferred), high-speed Internet connection, business telephone line, Microsoft Office software (2007/2008 or later), and Adobe Creative Suite software (CS3 or later).



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### **Compensation**

- Compensation is commensurate with qualifications, skills, and experience. Web Designers are engaged as 1099 contract employees to work approximately 5 to 25 hours per week, depending on your interest and availability as well as current client needs.

If you meet these qualifications and are interested in learning more about opportunities at Fuentek, send your résumé/CV to [jobs@fuentek.com](mailto:jobs@fuentek.com) and click on the following link to initiate the [application process](#).

*Fuentek, LLC is an Equal Opportunity Employer*