

# Information Architect Job & Internship Descriptions

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## Full -Time Information Architect – Private Industry

As a member of the IT collaboration support center team, you will work closely with business users to promote, design, implement and support solutions using global collaboration tool set. This includes specific focus on team collaboration, document management, content management, and video management for both internally-facing and externally-facing solutions.

In this role you will interact closely with business users to analyze business needs, recommend optimal solutions, author requirements documentation, and implement solutions that align with business strategies. In addition, when custom solutions are required, you will facilitate communication with the application development team for the specific business rules, processes and requirements needed. Your responsibility also includes promoting knowledge sharing and end user training.

### Reporting relationships

This position reports to the senior information architect within the it collaboration support center team. This position has no direct reports.

### *Principal responsibilities*

- works with global end user community to understand collaboration, document sharing and content management needs
- understands collaboration tool capabilities and develops expert working knowledge of global collaboration tool sets
- promotes use of collaboration tools and knowledge sharing solutions
- develops website design and navigation that supports customer's business models and goals
- conducts usability testing to validate user interface and application design
- assists in development and delivery of training classes and self study materials
- supports regional site designers and site owners
- defines taxonomy and meta data standards
- defines and supports collaboration tool governance
- serves as a liaison between business users and application developers for custom developed solutions
- key contributor to the sharepoint community of practice site

### *Qualifications*

#### *Education*

Bachelors degree in information technology, library science, communications or related discipline preferred

#### *Experience*

3-5 years experience in a related field such as information architecture, website design, business analysis, or end user training is required

Analysis and design experience on the microsoft sharepoint and/or sitecore platforms preferred  
Mastery in principles of web design (html, css) preferred  
Experience working on large, complex web sites preferred  
Prior experience on global projects preferred  
Highly organized self-starter  
Excellent interpersonal and communication skills  
Demonstrated ability to work with multiple business customers globally  
Multilingual skills a plus

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### **Internship: Information Architect – Private Industry**

Whether your role is to create an IT innovation strategy for a business, protect our critical information systems and assets, or manage a strategic supplier in our cutting-edge shared services organization, your technical mastery will be recognized and rewarded. Your passion for the industry will be further cultivated by our culture of continued learning and growth as an IT professional. A career in IT builds change leadership and influence skills, breadth of experience across multiple businesses, and depth of expertise in areas like Application, Integration & Infrastructure.

1. An Infrastructure workload can include:

- Strategy
- Governance and management of the hardware
- Software platforms
- Networks needed to support the development, delivery and on-going maintenance of the Company's applications and information.

Infrastructure roles include: Platform Manger, Architect and Regional Network Coordinator.

2. An Application & Integration workload can include:

- Strategy
- Development
- Implementation
- Maintenance
- Governance of the Company's business applications.

#### *Qualifications*

We are looking for students who are graduating in December 2016 through August 2018 and pursuing a BS or MS in Business Management / Information Systems and/or Computer Science/Engineering, Programming/Software Development.