



Rubicon
International

EMPLOYMENT OPPORTUNITY

SYSTEM CUSTOMIZATION COORDINATOR



ABOUT RUBICON

Rubicon International is an educational technology services firm known for its leadership in the field of curriculum management. Using Atlas, the curriculum management program developed by Rubicon, the firm partners with public and independent schools throughout the world to plan and implement Web-based curriculum mapping. Rubicon is committed to being a world-wide leader in making a difference in teaching and learning. The Atlas Education Centre, located at Rubicon's offices at the World Trade Center in downtown Portland, is the first educational and training facility devoted entirely to curriculum development and the sharing of best practices.

RESPONSIBILITIES

As a member of the Deployment Team, the System Customization Coordinator will be responsible for setting timelines and priorities, and managing the flow of data used to create each Atlas site. The coordinator will work closely with both internal and external clients to gather needed resources and requirements, and will be directly responsible for the production of all sites. Specific duties will include: programmatically loading information into each site and configuring sites according to exact client specifications. Additionally, the coordinator will be required to carefully analyze requirements in both HTML and PDF versions. This position will work in close contact with clients, project leads, and other members of the Deployment team to ensure the highest level of quality and consistency.

REQUIRED PERSONAL SKILLS

- Manage deadlines and ability to reprioritize to fit changing needs and client expectations.
- Ability to work collaboratively, but with a significant amount of personal accountability.
- Excellent verbal and written communication skills and the ability to interact professionally with a diverse group of people.
- Creative trouble-shooting skills and strong follow-through.
- Aptitude for acquiring new skills and knowledge, with a passion for technology.

REQUIRED PROFESSIONAL SKILLS

- Proficiency with Microsoft Excel and spreadsheet manipulation.
- Working familiarity with databases, including MS Access and SQL Server.
- Proficiency in HTML and CSS
- Basic PHP programming experience
- Basic knowledge of image manipulations through Adobe Photoshop.
- Web design experience is a plus.
- Experience with educational systems, processes and terminology a plus.

Location: Portland, Oregon

Hours: Full-time

Dates: Immediate

This is a salaried opportunity based on skills and experience.

Interested candidates should email a resume, cover letter and 3 references to:

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