



Job Title: UI/UX Designer

Reports to: Nick Sienkiewicz – Lead Big Data Engineer

Job Purpose:

Assist in the design and development of existing and future applications related to IAOB activities. Collaborate with team members to describe, model, and create workflows, ensuring products are visually appealing and function seamlessly. Handle responsibilities for product appearance and operation, transitioning requirements to mockups, and effectively planning and strategizing for product releases and improvements. Utilize your skills to develop data visualization, dashboards, CMS platforms, and responsive UIs. Facilitate and support the creation and maintenance of a professional social media presence. Additionally, answer technical questions and support the Directors Team in completing assignments.

Duties and Responsibilities:

- Handling responsibilities for how products look and operate
- Working with the team to transition requirements to mockups
- Effective planning and strategizing for product releases and improvements
- Understanding of user-centered design principles
- Proficiency with design tools like Sketch, Figma, and Adobe XD
- Basic graphic design skills, including knowledge of typography, color theory, and layout
- Basic knowledge of HTML, CSS, JavaScript, and Python
- Basic knowledge of application architecture
- Experience with data visualization, dashboards, CMS platforms, and responsive UI
- Facilitating a professional social media presence
- Answering technical questions
- Support the Directors Team in completing assignments

Qualifications:

Minimum Requirements – Work Experience

- 2 years practical experience working in application development
 - Preferably full time
- Example portfolio, projects, or Figma files for review

Minimum Requirements – Education

- Bachelor's/ master's degree in computer science, Graphic Design, etc.

Minimum Requirements – Soft skills

- Strong written and verbal English skills
- Strong data analytic skills
- High attention to detail
- Highly self-motivated

- Diplomatic problem solver and team player
- Proficient with computer design programs such as Figma
- Flexible with a changing environment, work schedule, etc.
- Ability to work with limited supervision
- Willingness and ability to work varying hours to accommodate Global Time Zones
- Willing to relocate within commutable distance to the IAOB office in Southfield, Michigan

Salary Range:

- \$89k - \$102K including opportunity for annual bonus based on accomplishing objectives

Future Development:

- Redesign of Existing Systems:
 - Websites
 - Web-Based Platforms
 - Analytic Dashboards
- Design and Development of New Systems:
 - Applications and Workflows
 - Data Visualization Tools
 - Responsive User Interfaces
 - CMS Platforms
- Enhancements and Innovations:
 - Utilize advanced design tools such as Sketch, Figma, and Adobe XD
 - Adhere to user-centered design principles
 - Implement effective planning and strategizing for product releases
 - Support the Directors Team in completing critical assignments
 - Answer technical questions and provide ongoing support
- Facilitating a Professional Social Media Presence
 - Managing accounts
 - Creating content/ posts