

**Position Title:** Student Graphic Designer  
12-15 hours per week

**Start Date:** August 3, 2015

**Department:** Graphics, Student Involvement/University Student Union

**Reports To:** Marketing Coordinator, Student Involvement

**I. GENERAL RESPONSIBILITIES:** This person will create and design promotional materials (e.g. table tents, media graphics, t-shirts, posters, banners) for Student Involvement, the University Student Union and other departments/groups/organizations.

### **II. SPECIFIC RESPONSIBILITIES**

- i. Assist with creation, design, and layout of Student Involvement, University Student Union, and on-campus clients' materials including: illustrating, proofing, gathering assigned information for design ideas, and utilizing design methods and resources as necessary for completion of projects
- ii. Must work closely with the clients in meeting their graphic design and marketing needs under established deadlines
- iii. Must maintain supplies and equipment
- iv. Perform other duties as assigned

### **III. MINIMUM QUALIFICATIONS**

- i. Ability to create, design, produce promotional materials, presentation materials, and displays
- ii. Proficient with MAC computers and various hardware
- iii. Knowledge of Adobe Creative Suite (CS6)
- iv. Experience with PowerPoint and Adobe Acrobat Pro
- v. Must be good at multi-tasking, meeting deadlines and be able to work under pressure
- vi. Must have good customer service skills, including good written and verbal communication abilities
- vii. Must be able to handle rejection and critique

**TO APPLY:** *Submit a completed application along with 3 samples of your work (a link to online samples is acceptable). Please submit completed applications to the Fresno State Student Involvement Center, located in the University Student Union Room 306 and ATTN: Whitney Doyle. Applications and samples can also be faxed to 559.278.7786, ATTN: Whitney Doyle.*

Review of applicants will begin May 3, 2015; position will remain open until filled.