Position Title: Graphics Designer
Part time Student - 12-15 hours per week

Department: PR/Graphics, University Student Union

Reports To: Operations Services Coordinator, University Student Union

I. General Responsibilities: This person will create and design promotional materials for the University Student Union and other organizations/groups.

II. SPECIFIC RESPONSIBILITIES

A. Assist with creation, design, and layout of University Student Union, off campus 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.

B. Must work closely with the clients in meeting their graphic design and marketing needs under established deadlines.

C. Must maintain supplies and equipment.

D. Perform other duties as assigned.

III. MINIMUM QUALIFICATIONS

A. Ability to create, design, produce promotional materials, presentation materials, and displays.

B. Proficient with the Apple Macintosh computers and various hardware and peripherals.

C. Knowledge of Adobe Pagemaker, Adobe Illustrator, and Photo Shop software.

D. Must meet deadlines and successfully work under pressure.

E. Must possess good customer service skills, including good written and verbal communication abilities.